



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

January 15, 2026





TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Strategic Plan 2024 - 2029

Mission Sparking curiosity
and connecting our
community through
literacy and learning.

CONNECTION

The library will support the diverse needs and interests of the community with services and resources that foster a sense of belonging and collaboration.

SPACE

The library will provide welcoming and inviting physical and digital spaces in which people have easy access to learning, connections and joy.

LEARNING

The library is committed to offering equitable learning and development opportunities to meet the goals and needs of diverse learners.

JOY

The library is committed to providing a variety of programs and services that enrich our community and spark wonder in residents across the county.

PEOPLE

The library will create a work environment where our staff and volunteers are valued, respected and empowered to contribute their best.



Values Excellence
Curiosity
Literacy
Freedom
Teamwork
Accountability



Agenda
Board of Trustees Meeting

January 15, 2026 – 4:00 pm
Menninger Room and Zoom Meeting

<https://tscpl.zoom.us/j/82451801227>

Meeting ID: 824 5180 1227

Passcode: 487035

Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of December 18, 2025, Meeting Minutes of the Board of Trustees
– [Action Item](#) pg. 5**

Chief Financial Officer's Report – Kim Strube pg. 9

Financial Reports

- Treasurer's Report – Fred Patton
- Financial Report – [Action Item](#)

The Library Foundation – Haley DaVee, Board Chair

Friends of Topeka and Shawnee County Public Library – John Conlee, Board President

Board Chair Report – Peg Dunlap

- Meeting Minutes Board of Trustees Executive Committee –**pg. 28**

Chief Executive Officer Report – Marie Pyko pg. 30

- **Newspaper Database and Recollect Presentation** – Local History Librarian Katie Keckeisen

Chief of Staff Report – Thad Hartman pg. 34

New Business

- **Customer Service Policy** – First Reading **pg. 47**
- **Unattended Child Policy** – First Reading **pg. 49**

Adjournment

Public Comment

Those wishing to sign up for public comment will need to contact Executive Assistant Aubrey Conner at least 30 minutes before the meeting at 785-580-4484 and/or aconner@tscpl.org to request their name be placed on the public comment listing.

Next Meeting

February 19, 2026

4:00 pm

Menninger Room and Zoom meeting

<https://tscpl.zoom.us/j/88978607818?>

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice



Board Members Present

Peg Dunlap – Chair, Mark Zillinger – Vice Chair, Hannah Uhlrig – Secretary, Fred Patton – Treasurer, Jim Edwards, Shawn Leisinger, Lori Finney, Beth Dobler, Valerie Peckham, Liz Post

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, December 18, 2025, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:15 pm by Chair Peg Dunlap.

Public Comment

There was one person signed in for public comment. Kathy Brown spoke and then the public comment session was closed.

Trustee Advocacy Stories

There were no Trustee Advocacy Stories shared.

Approval of Minutes

On a motion by Jim Edwards, seconded by Shawn Leisinger, the November 20, 2025, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer Report

Chief Financial Officer Kim Strube noted no additions to her report. There were no questions for Strube.

Financial Reports

Board Treasurer Fred Patton reported that he reviewed the financial reports and reviewed and approved the bank reconciliations for November 2025.

On a motion by Fred Patton and seconded by Liz Post, the Treasurer's Financial Report for November 2025 was accepted.

Motion passed unanimously.

The Library Foundation

Library Foundation Board Chair Haley DaVee shared that the Foundation Board met last week and presented Topeka and Shawnee County Public Library with a check for just over \$131,000.

Their Board recognized outgoing board members Carrie Riordan, Alan Conroy, and Brandon Henry. They approved the appointments of Kathy Damron, Nick Xidis, Rod Miller, Anya Leonard, Josh Patterson, Shujing Purcell to the Board starting in 2026.

They also approved the loaned employee agreement with the library.

Friends of Topeka and Shawnee County Public Library

Friends of the Library Board President Ruth Nelson shared that the next book sale will be Friday, January 16 through Sunday, January 18 in Marvin Auditorium. It will follow the same format as before with Friday being open exclusively to Friends members.

Nelson then presented the Friends of the Library annual distribution check of \$100,000.

Board Chair Reports

Chair Peg Dunlap reported the Executive Committee met via Zoom on December 8, 2025.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared her board report.

Outreach Service Planning

Pyko gave a brief presentation on Outreach Services Planning. She presented a priority list, possible need for staff training, and funding impacts. The presentation also featured inspiration from other libraries and how these changes would fit into the library's current strategic plan.

Pyko provided the board members some information about current policies the library has that are due for review. She has been working with managers and directors to create a priority list for reviewing policies. This process will begin in January.

Chief of Staff Report

Chief of Staff Thad Hartman highlighted a couple items from his board report. He shared that the 2025 class of Emerging Leaders has graduated from the program. This is the third Emerging Leader class the library has had so far. This program is led by Staff Development Coordinator Brenda Hough and supported by Hartman.

Hartman shared that Identity Quest was November 15, 2025. This is a long-running event put on by the library. There were 80 attendees this year with the theme being What's In Your DNA? The main focus was genealogy research.

New Business

Thank you to the Library Foundation

On a motion by Mark Zillinger, seconded by Valerie Peckham, the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as written.

Motion passed unanimously

Thank You to the Friends of the Library

On a motion by Hannah Uhlrig, seconded by Lori Finney, the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as written.

Motion passed unanimously

Audit Committee Appointments

On a motion by Fred Patton, seconded by Liz Post, the Board of Trustees, Topeka and Shawnee County Public Library, approves the nominees as presented.

Fred Patton – Chair

Mark Zillinger

Lori Finney

Motion passed unanimously

Memorandum of Understanding between the Shawnee County Parks and Recreation and the Library, Renewal

On a motion by Jim Edwards, seconded by Mark Zillinger, the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as written.

Motion passed unanimously

Restated and Amended Development & Management Agreement

On a motion by Liz Post, seconded by Beth Dobler, the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as written.

Motion passed unanimously

Executive Session

On a motion by Mark Zillinger, seconded by Lori Finney, the Board of Trustees, Topeka and Shawnee County Public Library, will recess into executive session to discuss legal matters with the Library's attorney pursuant to the consultation with the body's attorney exception to the Kansas Open Meetings Act. The open meeting will resume in the Menninger Room at 5:35 pm. No action will be taken following adjournment of the Executive Session.

A motion was made by Liz Post, seconded by Shawn Leisinger at 5:35 pm to end the Executive Session and return to the Board of Trustees meeting.

Motion passed.

Executive Session

On a motion by Liz Post, seconded by Lori Finney, the Board of Trustees, Topeka and Shawnee County Public Library, will recess into executive session to discuss an individual employee's

performance, pursuant to the non-elected personnel exception to the Kansas Open Meetings Act. The open meeting will resume in the Menninger Room at 5:55 pm. No action will be taken following adjournment of the Executive Session.

A motion was made by Shawn Leisinger, seconded by Liz Post at 5:55 pm to end the Executive Session and return to the Board of Trustees meeting.

Adjournment

On a motion by Jim Edwards, seconded by Mark Zillinger, the meeting was adjourned at 5:55 pm.

Next Meeting

January 15, 2026

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/82451801227?pwd=PugNVZ1MRiVbouSJMlzwGFyBDxfEJP.1>

Meeting ID: 824 5180 1227

Passcode: 487035

*Subject to change without notice

Financial Summary – Page 1

When reviewing cash from a budgetary perspective, it is always best to use page two of the financial documents and refer to the “Unencumbered Cash Balance” column. This report helps prove compliance with the Kansas Cash Basis Law. Page one reflects cash balances before outstanding purchase orders (encumbrances) in order to balance to cash held in the bank, investments and on-hand.

Checks were written on 12/26/2025 so that batch of checks is outstanding with the bank accounts.

Investments and Debt as of December 31, 2025; Bank Account Summary – Page 1

Funds in the Municipal Investment Pool overnight account, together with the first tax distribution received around January 20th, will be reviewed for investment bids by banks and financial institutions. That process allows for 90-day investments and 90-day renewals at competitive rates. A Board resolution to approve investments with local financial institutions may be on the February Board agenda if acceptable bids are received.

Revenue/Expense/Balance by Fund Report – Page 2

Working together closely with staff at the Library Foundation, the year was successfully closed with no negative fund balances awaiting reimbursement.

The Friends of the Library's generous contribution of \$100,000 is reflected in these reports.

The final motor vehicle tax distributions are included as well and were received as scheduled on December 15th.

General Fund – Pages 3 through 5

With 100% of the budget year completed, 100% of the budgeted revenue has been received and 90% of the approved budget has been expended/encumbered. This compares to 2024 in which 102% of the budgeted revenue had been received and 91% of the approved budget had been expended/encumbered.

Salaries in total were under-budget by \$859,632, about 8.4% of budgeted. For regular staff salaries, 2025 continued the budgeting of a “shrinkage” factor to anticipate turnover savings and allow the Board to redirect that savings to other expenditures within the approved budget. This allows the funding to be better managed during the year and avoids last-minute spending decisions or the delay of projects until the next budget cycle when the savings can be budgeted.

The shrinkage rate was set at 1.85% in 2025.

It has been discussed in previous monthly reports the non-salary line items which would be, or would likely be, over-budget. All outstanding purchase orders that were reserving budgetary balances were reviewed and those no longer needed were closed or reduced to 2025's estimated final billing. This resulted in some additional savings with only a few line items being over-budget: (1) Contracted – Digital Services and Cataloging and ILL Services - exceeded the budgeted amount primarily due to higher than estimated costs for various annual software renewals; (2) Materials – Binding/Replacements – unbudgeted expense to professionally rebound books donated by the Topeka Genealogical Society ; (3) Membership/Dues – unbudgeted SHRM membership was added in 2025; and (4) Utilities – Gas – usage increased slightly in 2025.

The 2025 financial results are in a tabular format for each of the budgeted funds for review.

General Fund

| Description | 2025 Budget | 2025 Actual | Difference |
|-------------------------------------|--------------------|--------------------------------------------------------|--------------------------|
| Revenues | \$16,041,426 | \$16,121,361 | \$79,935 over-budget |
| Expenditures | \$17,375,487 | \$15,605,926 | \$1,769,561 under-budget |
| Annual Revenues (-) Expenditures | | \$515,435 annual revenues more than expenditures | |
| Description | 2024 Actual | 2025 Actual | Difference |
| Unencumbered Ending Cash Balance | \$5,222,952 | \$5,867,830 | \$644,878 |

The budget preparation formula is beginning cash balance, plus new year revenues, less new expenditures, less desired (limited) ending cash balance, equals zero. Thus, it anticipates that the new year budget be funded in part by beginning cash.

TSCPL was able to accomplish many initiatives in 2025 for the benefit of the community. Nearly all projects originally projected were funded and at least started. Accomplishments include:

- (1) completion of the Kids Library renovation;
- (2) replacement of Automated Materials Handling (AMH) System;
- (3) completion of renovation of staff spaces;
- (4) completion of lower-level restroom renovation;
- (5) installation of new self-check kiosks;
- (6) completion of the elevator modernization; and
- (7) completion of the main parking lot resurfacing.

Employee Benefit Fund – Page 6

With 100% of the budget year completed, 100% of the budgeted revenue has been received and 82% of the approved budget has been expended/encumbered. This compares to 2024 in which 101% of the budgeted revenue had been received and 74% of the approved budget had been

expended/encumbered.

Employee Benefit Fund

| Description | 2025 Budget | 2025 Actual | Difference |
|-------------------------------------|--------------------|--------------------------------------------------------|------------------------|
| Revenues | \$4,035,570 | \$4,024,550 | \$11,020 under-budget |
| Expenditures | \$5,137,630 | \$4,209,848 | \$927,782 under-budget |
| Annual Revenues (-) Expenditures | | \$185,298 annual revenues less than expenditures | |
| Description | 2024 Actual | 2025 Actual | Difference |
| Unencumbered Ending Cash Balance | \$2,520,911 | \$2,335,764 | (\$185,147) |

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,824,614.

Debt Service Fund-Bond & Interest – Page 7

Bond & Interest Fund

| Description | 2025 Budget | 2025 Actual | Difference |
|-------------------------------------|--------------------|------------------------------------------------------|----------------------|
| Revenues | \$10,010 | \$2,391 | \$7,619 under-budget |
| Expenditures | \$10,010 | \$10,010 | \$0 |
| Annual Revenues (-) Expenditures | | \$7,619 annual revenues less than expenditures | |
| Description | 2024 Actual | 2025 Actual | Difference |
| Unencumbered Ending Cash Balance | \$8,231 | \$613 | (\$7,618) |

Purchase Order Notification

In accordance with the Board of Trustees purchasing policy, approved January 19, 2017, notification to the Board is required of all purchases more than \$5,000 and up to \$20,000, including sole source purchases and purchases exempted from the purchasing policy (exempted purchases may exceed \$20,000). Proposed purchases (other than those specifically exempted by the purchasing policy) more than \$20,000 will be brought to the Board for notification and consideration of approval via a resolution.

| Type of Purchase | Description | Amount | Vendor |
|-------------------------------|---------------------------------------------------------------------------------------------------|---------------|----------------------------------|
| Approved operating budget | Per K.S.A 12-1266(k), TSCPL pays 50% of the approved budget for Rossville & Silver Lake libraries | \$72,662.00 | Rossville Community Library |
| Approved operating budget | Per K.S.A 12-1266(k), TSCPL pays 50% of the approved budget for Rossville & Silver Lake libraries | \$90,800.00 | Silver Lake Library |
| Approved operating budget | Tables for sunroom in Claire's Courtyard | \$6,755.28 | Nextgen Wholesale Furniture Inc. |
| Approved operating budget | Migration to RingCentral phone system | \$11,470.00 | Datacomm Networks Inc. |
| Approved operating budget | Annual OrangeBoy services and software subscription | \$20,975.00 | Orangeboy Inc. |
| Approved operating budget | Annual staff training software subscription | \$6,825.00 | Niche Academy LLC |
| Approved operating budget | Street and parking lot banners | \$13,449.80 | Mainline Printing |
| Approved operating budget | (18) AMH book cards | \$8,299.61 | Demco Inc. |
| Approved operating budget | Custodial supplies | \$6,095.60 | Brady industries of Kansas LLC |
| Facilities Master Plan budget | Replace electrical disconnect for elevator | \$6,482.00 | TK Elevator Corporation |
| Approved operating budget | Staff and board member PLA conference registration | \$8,294.00 | PLA |
| Approved operating budget | Winter 2026 Reading Challenge prizes | \$5,072.72 | 4Imprint, Inc. |
| Library materials | Annual subscription for Consumer Reports | \$16,066.00 | Ebsco Information Services |
| Library materials | Adult fiction and nonfiction | \$12,600.00 | Overdrive, Inc. |
| Library materials | Online service plan fee | \$15,000.00 | Overdrive, Inc |
| Library materials | Hoopla online - November | \$35,032.48 | Midwest Tape |
| Library materials | Hoopla online - December | \$36,000.00 | Midwest Tape |
| Library materials | Annual renewal of Gage Biography databases | \$20,387.00 | Gale/Cengage Learning Inc. |
| Library materials | Juvenile fiction audiobooks | \$5,131.00 | Overdrive, Inc. |
| Library materials | Annual renewal of Newsbank database | \$67,630.00 | Newsbank |

Other Items:

- The audit of the 2025 financial year will begin Monday, February 2nd.
 - Historically, the audit is reviewed and considered for adoption in April. This is because Trustees' terms (usually) and officer positions end as of April 30th and any new Trustees and officers begin May 1st. It would be unfair to expect new Trustees or those new to officer positions to approve an audit for the prior year in which they were either not on the Board, not an officer or not in the same officer position.

**Topeka and Shawnee County Public Library
Financial Summary**

12/31/2025

| | <u>Balance 1/1/2025</u> | <u>Revenue Y-T-D</u> | <u>Expenditures Y-T-D</u> | <u>Balance 12/31/2025</u> |
|--------------------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <u>GOVERNMENTAL FUNDS</u> | | | | |
| General Operating | \$ 6,891,529.61 | \$ 16,121,361.24 | \$ 16,564,499.08 | \$ 6,448,391.77 |
| Employee Benefits | 2,521,111.25 | 4,024,550.12 | 4,209,763.52 | \$ 2,335,897.85 |
| Capital Improvement | 6,877,610.04 | 289,569.33 | 342,565.00 | \$ 6,824,614.37 |
| Bond & Interest | 8,231.12 | 2,391.46 | 10,010.00 | \$ 612.58 |
| <u>NON MAJOR GOVERNMENTAL FUNDS</u> | | | | |
| State Aid | 48,743.64 | 61,560.71 | 110,304.35 | \$ - |
| Federal, State & Local Grants | 2,577.59 | 10,132.36 | 8,876.36 | \$ 3,833.59 |
| Other Special Revenue | 1,184,169.04 | 281,336.41 | 587,237.90 | \$ 878,267.55 |
| Permanent Funds | 279,714.95 | 19,151.19 | - | \$ 298,866.14 |
| Totals | <u>\$ 17,813,687.24</u> | <u>\$ 20,810,052.82</u> | <u>\$ 21,833,256.21</u> | <u>\$ 16,790,483.85</u> |

Bank Account Summary

| | |
|-----------------------------------------------------------------------|--------------------------------|
| General Fund-CoreFirst Bank-Checking | \$ 635,489.25 |
| Restricted Funds-CoreFirst Bank-Checking | 900,464.07 |
| Capital Improvement Fund-Community National Bank-Money Market Account | 6,824,614.37 |
| Cash on Hand | 2,151.97 |
| Petty Cash | 220.00 |
| Endowment Securities | 298,866.14 |
| Municipal Investment Pool - Overnight | 8,345,059.45 |
| Municipal Investment Pool - 30-day Fixed | - |
| Municipal Investment Pool - 90-day Fixed | - |
| Municipal Investment Pool - 180-day Fixed | - |
| Equity Bank - Certificate of Deposit | - |
| | <u>\$ 17,006,865.25</u> |
| Less Pending Claims (invoices posted, but not paid until next month) | - |
| Less Deferred Revenue (SAM account payments) | 5,143.04 |
| Less Payroll Deduction and Employer Benefit Liabilities | 1,263.03 |
| Less Outstanding Checks | 209,975.33 |
| | <u>\$ 16,790,483.85</u> |

**Topeka and Shawnee County Public Library
Revenue/Expenditures/Balance by Fund Report**

12/31/2025

| | 1/1/2025 Cash Balance | Revenues | Prev. Year PO Expenditures | Current Year Expenditures | 12/31/2025 Cash Balance | All Yrs Outstanding Encumbrances | Unencumbered Cash Balance |
|--------------------------------------------|--------------------------|-------------------------|-------------------------------|------------------------------|----------------------------|-------------------------------------|------------------------------|
| <u>Major Governmental Funds</u> | | | | | | | |
| General Fund | \$ 6,891,529.61 | \$ 16,121,361.24 | \$ 1,468,092.10 | \$ 15,096,406.98 | \$ 6,448,391.77 | \$ 580,561.99 | \$ 5,867,829.78 |
| Employee Benefit Fund | 2,521,111.25 | 4,024,550.12 | 49.50 | 4,209,714.02 | 2,335,897.85 | 134.00 | 2,335,763.85 |
| Capital Improvement Fund | 6,877,610.04 | 289,569.33 | - | 342,565.00 | 6,824,614.37 | - | 6,824,614.37 |
| Bond & Interest Fund | 8,231.12 | 2,391.46 | - | 10,010.00 | 612.58 | - | 612.58 |
| <u>Non Major Governmental Funds</u> | | | | | | | |
| <i>State Aid Fund</i> | 48,743.64 | 61,560.71 | 48,743.64 | 61,560.71 | 0.00 | - | 0.00 |
| <i>Federal & State Grants</i> | | | | | | | |
| Gallery Grants | 19.03 | - | - | - | 19.03 | - | 19.03 |
| Kansas Humanities Council Grant | 25.00 | - | - | - | 25.00 | - | 25.00 |
| Dock Grant | 2,533.56 | 10,132.36 | - | 8,876.36 | 3,789.56 | - | 3,789.56 |
| Library Services & Technology Ac | - | - | - | - | - | - | - |
| <i>Other Special Revenue Funds</i> | | | | | | | |
| Adult Programs | 1.49 | - | - | - | 1.49 | - | 1.49 |
| Art Collection | 10,765.07 | 32.69 | - | - | 10,797.76 | - | 10,797.76 |
| Children's Art Show | - | 4,096.01 | - | 4,096.01 | - | - | - |
| French Gift - Library Materials | 31.65 | 0.12 | - | - | 31.77 | - | 31.77 |
| Friends | 221,749.98 | 100,600.48 | 5,000.00 | 47,014.58 | 270,335.88 | 3,537.33 | 266,798.55 |
| Fun Committee | 7,847.43 | 3,447.75 | - | 2,079.25 | 9,215.93 | 84.86 | 9,131.07 |
| Gallery Competitions/Exhibits | 36,712.45 | 992.98 | - | - | 37,705.43 | - | 37,705.43 |
| Gifts/Memorials (Undesignated) | 865,234.60 | 147,094.47 | 390,586.22 | 107,141.74 | 514,601.11 | 45,673.84 | 468,927.27 |
| Hathaway Trust - Library Materials | 2,894.18 | 2,744.01 | - | 2,257.13 | 3,381.06 | 302.33 | 3,078.73 |
| Library Materials | 17,656.12 | 3,438.78 | 6,341.43 | 703.23 | 14,050.24 | 98.59 | 13,951.65 |
| NEH Expendable | 3,948.63 | 12,503.36 | - | 15,600.00 | 851.99 | - | 851.99 |
| Programming Fund | 457.20 | - | - | - | 457.20 | - | 457.20 |
| Red Carpet | - | - | - | - | - | - | - |
| Rotary Grant | - | - | - | - | - | - | - |
| Special Collections | 5,782.59 | 17.56 | - | - | 5,800.15 | - | 5,800.15 |
| Torluemke Landscaping | 36.70 | 0.12 | - | - | 36.82 | - | 36.82 |
| Workshops | 2,207.47 | 6.71 | - | - | 2,214.18 | - | 2,214.18 |
| Youth Services | 8,843.48 | 6,361.37 | 374.51 | 6,043.80 | 8,786.54 | 1,029.10 | 7,757.44 |
| <i>Permanent Funds</i> | | | | | | | |
| Mertz Trust | 279,714.95 | 19,151.19 | - | - | 298,866.14 | - | 298,866.14 |
| TOTALS | \$ 17,813,687.24 | \$ 20,810,052.82 | \$ 1,919,187.40 | \$ 19,914,068.81 | \$ 16,790,483.85 | \$ 631,422.04 | \$ 16,159,061.81 |

**Topeka and Shawnee County Public Library
General Fund - Revenue**

12/31/2025

| | <u>Approved Budget</u> | <u>Received Year-To-Date</u> | <u>Over/(Under) Budget</u> | <u>% 12/31/2025</u> |
|---------------------------------|--------------------------------|----------------------------------|--------------------------------|-------------------------|
| | | | | 100.0% |
| Ad Valorem Property Tax | \$ 14,367,436.00 | \$ 13,851,472.20 | \$ (515,963.80) | 96% |
| Revitalization Rebates | (119,568.00) | (118,796.01) | \$ 771.99 | 99% |
| Back Tax | - | 226,644.41 | \$ 226,644.41 | N/A |
| Motor Vehicle Tax | 1,285,204.00 | 1,416,506.81 | \$ 131,302.81 | 110% |
| Recreational Vehicle Tax | 14,586.00 | 14,714.56 | \$ 128.56 | 101% |
| 16/20 M Vehicle Tax | 5,398.00 | 5,934.44 | \$ 536.44 | 110% |
| In Lieu of Tax | 42,441.00 | 56,978.29 | \$ 14,537.29 | 134% |
| Watercraft Special Tax** | 10,323.00 | - | \$ (10,323.00) | 0% |
| Commercial Vehicle Fees | 42,362.00 | 48,345.22 | \$ 5,983.22 | 114% |
| E-Rate Reimbursement | 19,926.00 | 19,444.65 | \$ (481.35) | 98% |
| Miscellaneous Revenue | 3,000.00 | 42,657.51 | \$ 39,657.51 | 1422% |
| Miscellaneous Revenue - Recyclg | - | 19.55 | \$ 19.55 | N/A |
| Salary Refunds-Foundation | 108,361.00 | 81,862.45 | \$ (26,498.55) | 76% |
| Salary Refunds-Friends | 50,236.00 | 54,896.40 | \$ 4,660.40 | 109% |
| Salary Refunds-Shawnee Cty | 22,211.00 | 25,037.61 | \$ 2,826.61 | 113% |
| Vending Machines | 1,500.00 | 2,172.77 | \$ 672.77 | 145% |
| Overdue Fees | 25,000.00 | 28,838.45 | \$ 3,838.45 | 115% |
| ILL Fees | 100.00 | (17.96) | \$ (117.96) | -18% |
| Mailing Fees | 100.00 | 1.99 | \$ (98.01) | 2% |
| Non Resident Card Fee | 500.00 | 2,890.00 | \$ 2,390.00 | 578% |
| Obituary Fees | 300.00 | 160.00 | \$ (140.00) | 53% |
| Meeting Room Charges | 2,000.00 | 5,962.50 | \$ 3,962.50 | 298% |
| Foundation Distribution | - | - | \$ - | N/A |
| Interest Received-Investments | 150,000.00 | 345,625.40 | \$ 195,625.40 | 230% |
| Transfer In | 10,010.00 | 10,010.00 | \$ - | 100% |
| Library Treasurer's Balance | 2,984,061.00 | - | \$ - | N/A |
| TOTALS | <u>\$ 19,025,487.00</u> | <u>\$ 16,121,361.24</u> | <u>\$ 79,935.24</u> | 100% |

** Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

**Topeka and Shawnee County Public Library
General Fund - Expenditures and Encumbrances**

12/31/2025

| | <u>Approved Budget</u> | <u>Expended Year-To-Date</u> | <u>Encumbrances</u> # | <u>(Over)/Under Budget</u> | <u>% Expended</u> 100.0% |
|-------------------------------------|----------------------------|----------------------------------|-----------------------|--------------------------------|---------------------------------|
| STAFF: | | | | | |
| Salaries-Auto Allowance | \$ 4,800.00 | \$ 4,800.00 | \$ - | \$ - | 100% |
| Salaries-Facilities | 693,658.00 | 718,742.58 | - | (25,084.58) | 104% |
| Salaries-Overtime | 10,000.00 | 16,391.04 | - | (6,391.04) | 164% |
| Salaries-Security | 361,407.00 | 306,828.81 | - | 54,578.19 | 85% |
| Salaries-Shelvers | 64,925.00 | 43,202.20 | - | 21,722.80 | 67% |
| Salaries-Staff | 8,982,367.00 | 8,167,560.21 | - | 814,806.79 | 91% |
| Conferences | 171,000.00 | 135,747.69 | 11,047.25 | 24,205.06 | 86% |
| Staff Internal Dev/Trng - Web Based | 15,000.00 | 10,410.01 | 2,494.40 | 2,095.59 | 86% |
| Staff Development & Training | 35,000.00 | 27,531.95 | 5,399.50 | 2,068.55 | 94% |
| Mileage | 13,056.00 | 5,850.42 | 1,806.32 | 5,399.26 | 59% |
| COLLECTION: | | | | | |
| Materials-Binding/Replacements | 1,500.00 | 3,526.38 | - | (2,026.38) | 235% |
| Materials-Periodicals | 26,000.00 | 21,488.07 | 45.00 | 4,466.93 | 83% |
| Materials-Print/Non-Print <1 YR | 866,500.00 | 709,167.51 | 125,298.88 | 32,033.61 | 96% |
| Materials-Print/Non-Print | 1,316,000.00 | 1,135,963.86 | 92,363.05 | 87,673.09 | 93% |
| OPERATIONS: | | | | | |
| Art Purchases | 8,000.00 | 5,350.00 | - | 2,650.00 | 67% |
| Cataloging and ILL Services | 92,900.00 | 93,684.60 | - | (784.60) | 101% |
| Contracted-Digital Services | 771,955.00 | 781,378.19 | 12,233.99 | (21,657.18) | 103% |
| Contracted-Facilities | 346,000.00 | 242,193.69 | 19,231.39 | 84,574.92 | 76% |
| Contracted-Equipment | 79,600.00 | 64,527.92 | 84.73 | 14,987.35 | 81% |
| Contracted-Professional | 278,000.00 | 194,464.43 | 23,612.01 | 59,923.56 | 78% |
| Contracted-E-Rate Services | 1,793.00 | 1,372.07 | - | 420.93 | 77% |
| Digital Services Support | 450,400.00 | 236,960.32 | 6,690.42 | 206,749.26 | 54% |
| Furniture/Equipment | 50,000.00 | 40,098.96 | 6,755.28 | 3,145.76 | 94% |
| Insurance | 87,000.00 | 76,619.22 | - | 10,380.78 | 88% |
| Marketing & Communication | 95,000.00 | 46,733.78 | 11,951.40 | 36,314.82 | 62% |
| Memberships/Dues | 30,900.00 | 31,322.00 | 1,648.00 | (2,070.00) | 107% |
| Miscellaneous | 5,000.00 | 2,982.07 | - | 2,017.93 | 60% |
| Payments to Other Libraries | 165,711.00 | 163,462.00 | - | 2,249.00 | 99% |
| Postage/Shipping | 69,090.00 | 17,126.00 | 1,358.66 | 50,605.34 | 27% |
| Printing | 86,750.00 | 39,477.84 | 21,233.39 | 26,038.77 | 70% |
| Programming | 118,900.00 | 82,250.02 | 16,916.70 | 19,733.28 | 83% |
| Special Events | - | - | - | - | 0% |
| Special Projects | 1,000,000.00 | 921,200.73 | 71,211.69 | 7,587.58 | 99% |
| Supplies-Facilities | 120,972.00 | 67,264.36 | 25,057.83 | 28,649.81 | 76% |
| Supplies-Office/Library | 97,614.00 | 66,876.31 | 548.50 | 30,189.19 | 69% |
| Supplies-Processing | 48,960.00 | 23,689.97 | 3,016.12 | 22,253.91 | 55% |
| Telecommunications | 215,064.00 | 147,277.96 | 15,563.91 | 52,222.13 | 76% |
| Transfer Out | - | - | - | - | N/A |
| Utilities-Electric | 351,584.00 | 274,597.67 | 25,402.33 | 51,584.00 | 85% |
| Utilities-Gas | 67,627.00 | 68,386.10 | 406.86 | (1,165.96) | 102% |
| Utilities-Water/Sewage | 43,687.00 | 38,639.72 | 4,360.28 | 687.00 | 98% |
| Vehicle-Gas | 46,767.00 | 19,504.14 | - | 27,262.86 | 42% |
| Vehicle-Repair | 85,000.00 | 41,716.51 | 3,781.45 | 39,502.04 | 54% |
| Contingency/Fund Balance | 1,650,000.00 | - | - | - | 0% |
| Cash Long/Short | - | 39.67 | - | (39.67) | N/A |
| TOTALS | \$ 19,025,487.00 | \$ 15,096,406.98 | \$ 509,519.34 | \$ 1,769,560.68 | 90% |

**Topeka and Shawnee County Public Library
General Fund**

12/31/2025

| | <u>2025 Budget</u> | <u>Year to Date</u> | <u>%</u> |
|----------------------------------------|-------------------------|-------------------------------|----------|
| Balance 01/01/2025 | \$ 2,984,061.00 | \$ 5,227,959.67 | |
| <u>Revenue:</u> | | | |
| Ad Valorem Property Tax | 14,367,436.00 | 13,851,472.20 | 96% |
| Revitalization Rebates | (119,568.00) | (118,796.01) | 99% |
| Back Tax | - | 226,644.41 | N/A |
| Motor Vehicle Tax | 1,285,204.00 | 1,416,506.81 | 110% |
| Recreational Vehicle Tax | 14,586.00 | 14,714.56 | 101% |
| 16/20M Vehicle Tax | 5,398.00 | 5,934.44 | 110% |
| In Lieu of Tax | 42,441.00 | 56,978.29 | 134% |
| Watercraft Special Tax | 10,323.00 | - | 0% |
| Commercial Vehicle Fees | 42,362.00 | 48,345.22 | 114% |
| E-Rate Reimbursement | 19,926.00 | 19,444.65 | 98% |
| Fees and Charges | 32,500.00 | 82,665.26 | 254% |
| Reimbursements | 180,808.00 | 161,816.01 | 89% |
| Transfer In | 10,010.00 | 10,010.00 | |
| Interest on Idle Funds | 150,000.00 | 345,625.40 | 230% |
| | <u>\$ 16,041,426.00</u> | <u>\$ 16,121,361.24</u> | 100% |
| <u>Expenditures/Encumbrances:</u> | | | |
| Salaries | 10,117,157.00 | 9,257,524.84 | 92% |
| Other Staff Support Costs | 234,056.00 | 200,287.54 | 86% |
| Library Collections | 2,210,000.00 | 2,087,852.75 | 94% |
| Contracted Services | 1,570,248.00 | 1,432,783.02 | 91% |
| Digital Services Support | 450,400.00 | 243,650.74 | 54% |
| Furniture/Equipment/Art | 58,000.00 | 52,204.24 | 90% |
| Payments to Other Libraries | 165,711.00 | 163,462.00 | 99% |
| Special Projects | 1,000,000.00 | 992,412.42 | 99% |
| Utilities & Telecommunications | 677,962.00 | 574,634.83 | 85% |
| Vehicles | 131,767.00 | 65,002.10 | 49% |
| Other Operating Expenditures | 760,186.00 | 536,111.84 | 71% |
| Transfer Out | - | - | |
| Cash Basis Reserve | 1,650,000.00 | - | 0% |
| | <u>\$ 19,025,487.00</u> | <u>\$ 15,605,926.32</u> | 90% |
| Prior Year Canceled Purchase Orders | | \$ 124,435.19 | |
| Unencumbered Balance 12/31/2025 | \$ - | <u>\$ 5,867,829.78</u> | |

**Topeka and Shawnee County Public Library
Special Revenue Funds**

12/31/2025

EMPLOYEE BENEFITS

| | 2025 Budget | Year To Date | % |
|----------------------------------------|------------------------|------------------------|-------------|
| Balance 01/01/2025 | \$ 1,502,060.00 | \$ 2,520,911.30 | |
| Revenue: | | | |
| Ad Valorem Property Tax | \$ 3,511,423.00 | \$ 3,386,761.38 | 96% |
| Revitalization Rebates | (29,223.00) | (29,064.85) | 99% |
| Back Tax | - | 57,230.76 | N/A |
| Motor Vehicle Tax | 323,260.00 | 356,824.00 | 110% |
| Recreational Vehicle Tax | 3,669.00 | 3,705.14 | 101% |
| 16/20M Vehicle Tax | 1,358.00 | 1,541.80 | 114% |
| In Lieu of Tax | 10,655.00 | 13,933.00 | 131% |
| Watercraft Special Tax* | 2,596.00 | - | 0% |
| Commercial Vehicle Fees | 10,655.00 | 12,237.82 | 115% |
| Refund-Fringe Benefits-Foundation | 51,625.00 | 32,755.71 | 63% |
| Refund-Fringe Benefits-Friends | 42,301.00 | 32,327.85 | 76% |
| Refund-Fringe Benefits-Shawnee Cty | 9,776.00 | 10,035.87 | 103% |
| Refund FICA | - | 11.16 | 0% |
| Employee COBRA Payments | - | - | 0% |
| Retiree Payments BC/BS | 12,475.00 | 39,442.02 | N/A |
| Interest on Idle Funds | 85,000.00 | 106,808.46 | 126% |
| | \$ 4,035,570.00 | \$ 4,024,550.12 | 100% |
| Expenditures/Encumbrances: | | | |
| Employee Assistance Program | \$ 7,080.00 | \$ 6,610.95 | 93% |
| Cafeteria Plan Administration Fees | 1,171.00 | 1,030.50 | 88% |
| Social Security/Medicare | 762,820.00 | 660,945.58 | 87% |
| Ks Public Employees Retirement Sys | 1,043,421.00 | 972,716.15 | 93% |
| Worker's Compensation | 62,300.00 | 62,917.48 | 101% |
| Unemployment Tax | 9,963.00 | 10,656.53 | 107% |
| Health/Dental Insurance | 3,250,875.00 | 2,494,970.83 | 77% |
| Miscellaneous | - | - | 0% |
| Contingency/Fund Balance | 400,000.00 | - | 0% |
| | \$ 5,537,630.00 | \$ 4,209,848.02 | 82% |
| Prior Year Canceled Purchase Orders | | \$ 150.45 | |
| Unencumbered Balance 12/31/2025 | \$ - | \$ 2,335,763.85 | |

* Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

CAPITAL IMPROVEMENT

| | |
|----------------------------------------|------------------------|
| Balance 01/01/2025 | \$ 6,877,610.04 |
| Revenue: | |
| Transfer In | \$ - |
| Interest received | 289,569.33 |
| | \$ 289,569.33 |
| Expenditures/Encumbrances: | |
| Contracted - Professional | - |
| Capital Outlay | 342,565.00 |
| | 342,565.00 |
| Prior Year Canceled Purchase Orders | - |
| Unencumbered Balance 12/31/2025 | \$ 6,824,614.37 |

STATE AID

| | | |
|----------------------------------------|---------------------|---------------------|
| Balance 01/01/2025 | \$ - | \$ - |
| Revenue: | | |
| State Aid | 52,000.00 | 61,560.71 |
| | \$ 52,000.00 | \$ 61,560.71 |
| Expenditures/Encumbrances: | | |
| Contracted - Digital Services | | |
| Digital Services Support | - | - |
| Staff Internal Development/Trng | - | - |
| Special Projects | 52,000.00 | 61,560.71 |
| | \$ 52,000.00 | \$ 61,560.71 |
| Unencumbered Balance 12/31/2025 | \$ - | \$ - |

**Topeka and Shawnee County Public Library
Debt Service Fund - Bond and Interest**

12/31/2025

| | <u>2025 Budget</u> | <u>Year to Date</u> | <u>%</u> |
|--------------------------------------------|------------------------|-----------------------------|----------|
| Balance 01/01/2025 | \$ - | \$ 8,231.12 | |
| <u>Revenue:</u> | | | |
| Ad Valorem Property Tax | - | - | N/A |
| Revitalization Rebates | - | - | 0% |
| Back Tax | 10,000.00 | 1,632.15 | 16% |
| Motor Vehicle Tax | - | - | N/A |
| Recreational Vehicle Tax | - | - | N/A |
| 16/20M Vehicle Tax | - | 0.30 | N/A |
| In Lieu of Tax | - | - | 0% |
| Watercraft Special Tax* | - | - | 0% |
| Commercial Vehicle Fees | - | - | N/A |
| Interest on Idle Funds | 10.00 | 759.01 | 7590% |
| | <u>\$ 10,010.00</u> | <u>\$ 2,391.46</u> | 24% |
| <u>Expenditures/Encumbrances:</u> | | | |
| Principal | \$ - | \$ - | 0% |
| Interest | - | - | 0% |
| Wire Transfer Fees | - | - | 0% |
| Transfer Out | 10,010.00 | 10,010.00 | 0% |
| Cash Basis Reserve | - | - | 0% |
| | <u>\$ 10,010.00</u> | <u>\$ 10,010.00</u> | 100% |
| Unencumbered Balance 12/31/2025 | <u><u>\$ -</u></u> | <u><u>\$ 612.58</u></u> | |

* Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of December 31, 2025

Capital Improvement Funds - Community National Bank

\$ 6,824,614.37 at 3.78% (money market account)

Municipal Investment Pool

\$ 8,345,059.45 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average December 1 - 31, 2025 was 2.59%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2025

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|------|---------|--------|------------|---------------------------------------------------------------------------------------|------------------------------|---------------|---------------------|
| 10 | 41000 | 310 | 12/12/25 | INNOVATIVE INTERFACES, INC. | order form | \$ 10,497.10 | -95175 |
| | | | | <i>2025 approve operating budget - software subscription</i> | | \$ 10,497.10 | -95175 Total |
| 10 | 41000 | 351 | 12/11/25 | EVERGY | 2025 Electric Services | \$ 19,503.71 | -95149 |
| 10 | 41000 | 351 | 12/11/25 | EVERGY | 2025 Electric Services | \$ 29.14 | -95149 |
| 10 | 41000 | 351 | 12/11/25 | EVERGY | 2025 Electric Services | \$ 1,287.61 | -95149 |
| 10 | 41000 | 351 | 12/11/25 | EVERGY | 2025 Electric Services | \$ 29.14 | -95149 |
| 10 | 41000 | 351 | 12/11/25 | EVERGY | 2025 Electric Services | \$ 27.56 | -95149 |
| 10 | 41000 | 351 | 12/11/25 | EVERGY | 2025 Electric Services | \$ 27.49 | -95149 |
| 10 | 41000 | 351 | 12/11/25 | EVERGY | 2025 Electric Services | \$ 27.49 | -95149 |
| 10 | 41000 | 351 | 12/11/25 | EVERGY | 2025 Electric Services | \$ 29.99 | -95149 |
| 10 | 41000 | 351 | 12/11/25 | EVERGY | 2025 Electric Services | \$ 272.57 | -95149 |
| 10 | 41000 | 351 | 12/11/25 | EVERGY | 2025 Electric Services | \$ 27.69 | -95149 |
| 10 | 41000 | 351 | 12/11/25 | EVERGY | 2025 Electric Services | \$ 61.93 | -95149 |
| | | | | | | \$ 21,324.32 | -95149 Total |
| 10 | 21505 | 0 | 12/12/25 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers EE Deduction | \$ 22,119.51 | -95134 |
| 15 | 21516 | 0 | 12/12/25 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Contribution | \$ 35,796.75 | -95134 |
| 15 | 21517 | 0 | 12/12/25 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Insurance | \$ 3,686.53 | -95134 |
| 10 | 21513 | 0 | 12/12/25 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers OGLI | \$ 1,571.90 | -95134 |
| | | | | <i>Remittance of pension benefit contributions & optional group life premiums</i> | | \$ 63,174.69 | -95134 Total |
| 10 | 21501 | 0 | 12/12/25 | PAYCOM PAYROLL LLC | Federal W/H | \$ 27,249.31 | -95130 |
| 10 | 21502 | 0 | 12/12/25 | PAYCOM PAYROLL LLC | State W/H | \$ 16,383.39 | -95130 |
| 15 | 21521 | 0 | 12/12/25 | PAYCOM PAYROLL LLC | State Unemployment | \$ 351.69 | -95130 |
| 10 | 21503 | 0 | 12/12/25 | PAYCOM PAYROLL LLC | Social Security EE | \$ 21,860.81 | -95130 |
| 15 | 21504 | 0 | 12/12/25 | PAYCOM PAYROLL LLC | Social Security ER | \$ 21,860.81 | -95130 |
| 10 | 21503 | 0 | 12/12/25 | PAYCOM PAYROLL LLC | Medicare EE | \$ 5,112.54 | -95130 |
| 15 | 21504 | 0 | 12/12/25 | PAYCOM PAYROLL LLC | Medicare ER | \$ 5,112.54 | -95130 |
| 10 | 21514 | 0 | 12/12/25 | PAYCOM PAYROLL LLC | Child Support/Spousal Maint. | \$ 1,542.75 | -95130 |
| 10 | 21518 | 0 | 12/12/25 | PAYCOM PAYROLL LLC | Garnishments | \$ 704.03 | -95130 |
| 10 | 41000 | 313 | 12/12/25 | PAYCOM PAYROLL LLC | Paycom Bundle | \$ 2,413.64 | -95130 |
| | | | | <i>Remittance of payroll taxes, garnishments and Paycom fees</i> | | \$ 102,591.51 | -95130 Total |
| 35 | 41000 | 736 | 12/19/25 | CAPITOL CITY OFFICE PRODUCTS | CIRC WKRM FURNITURE | \$ 17,995.47 | -95120 |
| | | | | <i>RFP posted and approved by the Board on 6/19/2025</i> | | \$ 17,995.47 | -95120 Total |
| 10 | 21512 | 0 | 12/29/25 | DELTA DENTAL OF KANSAS, INC | EE Withholding Jan 2026 | \$ 2,458.04 | -95109 |
| 15 | 21512 | 0 | 12/29/25 | DELTA DENTAL OF KANSAS, INC | ER Withholding Jan 2026 | \$ 10,128.14 | -95109 |
| 15 | 21512 | 0 | 12/29/25 | DELTA DENTAL OF KANSAS, INC | Retirees Jan 2026 | \$ 230.88 | -95109 |
| | | | | | | \$ 12,817.06 | -95109 Total |
| 10 | 21505 | 0 | 12/29/25 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers EE Deduction | \$ 21,656.21 | -95098 |
| 15 | 21516 | 0 | 12/29/25 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Contribution | \$ 35,047.03 | -95098 |
| 15 | 21517 | 0 | 12/29/25 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Insurance | \$ 3,609.34 | -95098 |

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2025

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|------|---------|--------|------------|---------------------------------------------------------------------------------------|---------------------------|--------------|---------------------|
| | | | | <i>Remittance of pension benefit contributions & optional group life premiums</i> | | \$ 60,312.58 | -95098 Total |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Bookcloth | \$ (7.10) | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | memory stick | \$ 191.98 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | memory card | \$ 159.96 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | ssd | \$ 34.88 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | AUX Cord 6pack | \$ 11.99 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | USB to USB-C 5pack 6ft | \$ 9.99 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | PNY 32gb 5pc | \$ 16.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Stuffed Animal with Kits | \$ 1,827.56 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Estimated Shipping | \$ 65.00 | -95084 |
| 10 | 41000 | 410 | 12/16/25 | COREFIRST BANK & TRUST | faucet cartridges | \$ 64.08 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | AncestryDNA Kits | \$ 136.85 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | MyHeritage DNA Kits | \$ 87.00 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Parade Registration Fee | \$ 25.00 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Wooden Dowel Rods 1 x 12" | \$ 9.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Wooden Paint Panels 4 x 4 | \$ 9.98 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Unglazed Ceramic Tiles 4 | \$ 14.24 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Mini Acrylic Square Mirro | \$ 6.29 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Reynolds Cut-Rite Wax Pap | \$ 2.18 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Extra large Binder Clips | \$ 9.98 | -95084 |
| 10 | 41000 | 410 | 12/16/25 | COREFIRST BANK & TRUST | 36 pack red microfiber | \$ 90.87 | -95084 |
| 10 | 41000 | 410 | 12/16/25 | COREFIRST BANK & TRUST | 2.6 gallon clear 300 ct | \$ 142.30 | -95084 |
| 10 | 41000 | 410 | 12/16/25 | COREFIRST BANK & TRUST | 24 x 31" liner 250 ct" | \$ 199.55 | -95084 |
| 10 | 41000 | 310 | 12/16/25 | COREFIRST BANK & TRUST | Storage | \$ 2.99 | -95084 |
| 10 | 41000 | 410 | 12/16/25 | COREFIRST BANK & TRUST | salvajor 6535 gasket | \$ 166.02 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Dum Dum lollipos | \$ 132.95 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | Lightning | \$ 480.00 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Lego Botanicals Plants | \$ 39.95 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Lego Botanicals Succulent | \$ 39.95 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Lego Classic Med. Brick B | \$ 17.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Steel spatula | \$ 20.97 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Silicone spatulas 2 pack | \$ 29.98 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | bottle caps | \$ 149.90 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | amber fossils | \$ 79.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | elbow pasta | \$ 16.85 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | rotini pasta | \$ - | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | shell pasta | \$ - | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | cardboard tubes | \$ 52.36 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | balloons | \$ 6.49 | -95084 |

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2025

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|-------------|----------------|---------------|-------------------|------------------------|----------------------------|---------------|---------------------|
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | pencils | \$ 16.14 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | notebooks | \$ 90.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | glue dots | \$ 4.49 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | 2in1 shopping cart wheels | \$ 162.42 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | 2in1 shopping cart wheels | \$ 108.28 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | dk grey oversized fleece | \$ 49.99 | -95084 |
| 10 | 41000 | 420 | 12/16/25 | COREFIRST BANK & TRUST | 24 x 26 maple with plexi" | \$ 146.11 | -95084 |
| 10 | 41000 | 420 | 12/16/25 | COREFIRST BANK & TRUST | 33 x 36, with plexi, mat, | \$ 209.95 | -95084 |
| 10 | 41000 | 420 | 12/16/25 | COREFIRST BANK & TRUST | 18 x 36 | \$ 152.49 | -95084 |
| 10 | 41000 | 420 | 12/16/25 | COREFIRST BANK & TRUST | 15 x 27 | \$ 118.54 | -95084 |
| 10 | 41000 | 420 | 12/16/25 | COREFIRST BANK & TRUST | 30 x 40 frame only | \$ 152.48 | -95084 |
| 10 | 41000 | 420 | 12/16/25 | COREFIRST BANK & TRUST | 28 x 30 frame only" | \$ 128.19 | -95084 |
| 10 | 41000 | 420 | 12/16/25 | COREFIRST BANK & TRUST | shipping | \$ 259.76 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | flower garland | \$ 24.98 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | ivy vine garland | \$ 18.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Yeti Fleece Pillow Kits | \$ 209.88 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | White Tempura Paint, 32 oz | \$ 7.12 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | White Tissue Paper, 14x20 | \$ 9.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Christmas Candy, Bulk !2l | \$ 65.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | 98ft Steel Cable Railing | \$ 22.49 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Disposable Plastic Forks | \$ 11.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Jumbo Cotton Balls, 70 | \$ 12.47 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Blue Tempura Paint, 16 oz | \$ 4.41 | -95084 |
| 10 | 41000 | 420 | 12/16/25 | COREFIRST BANK & TRUST | 16x18 plastic bags | \$ 169.20 | -95084 |
| 10 | 41000 | 420 | 12/16/25 | COREFIRST BANK & TRUST | 18x24 plastic bags | \$ 164.45 | -95084 |
| 10 | 41000 | 420 | 12/16/25 | COREFIRST BANK & TRUST | Bostitch stapler | \$ 28.89 | -95084 |
| 10 | 41000 | 420 | 12/16/25 | COREFIRST BANK & TRUST | lumbar support pillow | \$ 29.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | terracotta pots 4In | \$ 33.98 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | acrylic paint set 18 colo | \$ 36.98 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | mod podge | \$ 10.18 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | 80X toner | \$ 70.30 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | acrylic glass markers | \$ 7.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | brown rope 1/4 x 100 | \$ 8.18 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | 30 ct. paper masks | \$ 21.84 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | acrylic beads | \$ 8.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | iron-on patches | \$ 12.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | 3 pack spray bottles | \$ 11.61 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | 100 pack nitrile gloves | \$ 9.97 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | 6 pack black t-shirts | \$ 33.00 | -95084 |

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2025

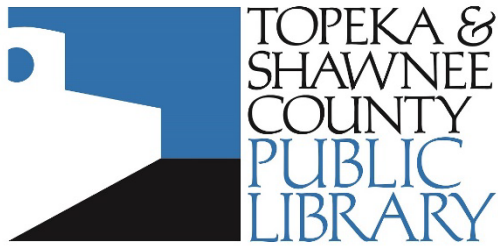
| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|------|---------|--------|------------|------------------------|---------------------------|-------------|--------------|
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | 60 ct. paint markers | \$ 29.98 | -95084 |
| 10 | 41000 | 420 | 12/16/25 | COREFIRST BANK & TRUST | Christmas Lights | \$ 32.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | 2 bunch sunflower flower | \$ 24.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Shipping | \$ 8.95 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | pink rose bush | \$ 15.99 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | Mic Stands | \$ 44.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | 2 lb dumb bells | \$ 60.00 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | disposable cups | \$ 54.75 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | paper plates | \$ 11.00 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | bamboo skewers | \$ 22.76 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | air dry clay | \$ 37.54 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | shark teeth | \$ 24.41 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | fluorite chips | \$ 11.75 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | sandwhich bags | \$ 6.69 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | compasses | \$ 43.98 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | washing soda | \$ 5.38 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | antacid tablets | \$ 15.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | vinegar | \$ 18.74 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | 20in chrysanthemum | \$ 29.88 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | pansy flower bunch | \$ 24.06 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | 3 bundle lilac flowers | \$ 13.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | 10pack silk daisy | \$ 2.59 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Shipping | \$ 22.82 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | Mario Kart + Pro Controll | \$ 588.00 | -95084 |
| 10 | 41000 | 410 | 12/16/25 | COREFIRST BANK & TRUST | paper towels | \$ 209.30 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | wood wheels | \$ 170.55 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | Refund | \$ (101.99) | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | hibiscus red purple lt.pu | \$ 79.95 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | hibiscus red pink white | \$ 99.95 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | hanging ivy | \$ 17.08 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | air dry clay gray | \$ 15.23 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | air dry clay terracotta | \$ 24.22 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | 3/4 brads" | \$ 5.98 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | plastic buttons | \$ 8.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | hemp cord | \$ 25.98 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | acrylic paint markers | \$ 9.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | tissue paper squares | \$ 13.98 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | Ethernet dongles | \$ 113.92 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | Logi wireless keyboard | \$ 238.08 | -95084 |

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2025

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|------|---------|--------|------------|-----------------------------------------------------------|-------------------------------|---------------------|--------------|
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | Logi wireless mouse | \$ 171.72 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | green copy paper | \$ 14.14 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | glue sticks | \$ 12.99 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | InkOwl Sublimation | \$ 419.40 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | Plotter Inc Epson | \$ 599.80 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | batt replacement | \$ 391.36 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | 7ft | \$ 121.10 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | 10 \$ 134.40 | -95084 | |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | 14ft | \$ 160.50 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | Shipping | \$ 20.96 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | DP to HDMI 10pc | \$ 107.98 | -95084 |
| 10 | 41000 | 320 | 12/16/25 | COREFIRST BANK & TRUST | batter | \$ 55.98 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Round Floor Cushions Rain | \$ 60.81 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | colorful floor pillows | \$ 62.99 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | floor cushion set orange | \$ 46.74 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | floor cushion set turq. | \$ 45.04 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Shipping | \$ 3.23 | -95084 |
| 10 | 41000 | 330 | 12/16/25 | COREFIRST BANK & TRUST | Refund - chargeback from Sept | \$ (18.00) | -95084 |
| | | | | Miscellaneous online orders paid by credit card | \$ 11,487.20 | -95084 Total | |
| 10 | 21501 | 0 | 12/26/25 | PAYCOM PAYROLL LLC | Federal W/H | \$ 26,243.87 | -95083 |
| 10 | 21502 | 0 | 12/26/25 | PAYCOM PAYROLL LLC | State W/H | \$ 16,019.71 | -95083 |
| 15 | 21521 | 0 | 12/26/25 | PAYCOM PAYROLL LLC | State Unemployment | \$ 346.77 | -95083 |
| 10 | 21503 | 0 | 12/26/25 | PAYCOM PAYROLL LLC | Social Security EE | \$ 21,561.88 | -95083 |
| 15 | 21504 | 0 | 12/26/25 | PAYCOM PAYROLL LLC | Social Security ER | \$ 21,561.88 | -95083 |
| 10 | 21503 | 0 | 12/26/25 | PAYCOM PAYROLL LLC | Medicare EE | \$ 5,042.95 | -95083 |
| 15 | 21504 | 0 | 12/26/25 | PAYCOM PAYROLL LLC | Medicare ER | \$ 5,042.95 | -95083 |
| 10 | 21514 | 0 | 12/26/25 | PAYCOM PAYROLL LLC | Child Support/Spousal Maint. | \$ 1,542.75 | -95083 |
| 10 | 21518 | 0 | 12/26/25 | PAYCOM PAYROLL LLC | Garnishments | \$ 704.02 | -95083 |
| 10 | 41000 | 313 | 12/26/25 | PAYCOM PAYROLL LLC | Paycom Bundle | \$ 2,416.01 | -95083 |
| | | | | Remittance of payroll taxes, garnishments and Paycom fees | \$ 100,482.79 | -95083 Total | |
| 10 | 21515 | 0 | 12/30/25 | BLUE CROSS BLUE SHIELD OF KS | EE - BCBS Actives Premiums | \$ 38,244.48 | -95082 |
| 15 | 21515 | 0 | 12/30/25 | BLUE CROSS BLUE SHIELD OF KS | ER - BCBS Actives Premiums | \$ 195,485.17 | -95082 |
| 15 | 21515 | 0 | 12/30/25 | BLUE CROSS BLUE SHIELD OF KS | Retiree BCBS Premiums | \$ 5,012.70 | -95082 |
| | | | | | \$ 238,742.35 | -95082 Total | |
| 10 | 41000 | 311 | 12/4/25 | SKINNER GARDEN STORE, INC. | eastern red buds | \$ 2,384.00 | 102332 |
| 10 | 41000 | 311 | 12/4/25 | SKINNER GARDEN STORE, INC. | ivory silk japanese lilac | \$ 2,224.00 | 102332 |
| 10 | 41000 | 311 | 12/4/25 | SKINNER GARDEN STORE, INC. | 6' tree stake | \$ 223.84 | 102332 |
| 10 | 41000 | 311 | 12/4/25 | SKINNER GARDEN STORE, INC. | river rock | \$ 285.00 | 102332 |
| 10 | 41000 | 311 | 12/4/25 | SKINNER GARDEN STORE, INC. | compost | \$ 179.90 | 102332 |

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2025

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|-------------|----------------|---------------|-------------------|-----------------------------|---------------------------------------------------------------------|---------------|---------------------|
| 10 | 41000 | 311 | 12/4/25 | SKINNER GARDEN STORE, INC. | labor | \$ 2,882.26 | 102332 |
| | | | | | <i>2025 approved operating budget - contracted facilities</i> | \$ 8,179.00 | 102332 Total |
| 10 | 41000 | 313 | 12/11/25 | ENGEL LAW, PA | <i>2025 Legal Services</i> | \$ 7,037.20 | 102336 |
| | | | | | | \$ 7,037.20 | 102336 Total |
| 10 | 41000 | 310 | 12/18/25 | DATAComm NETWORKS INC | ringcentral onboarding | \$ 11,470.00 | 102347 |
| | | | | | <i>2025 approved operating budget - contracted digital services</i> | \$ 11,470.00 | 102347 Total |
| 10 | 41000 | 420 | 12/18/25 | DEMCO INC | Purple btrk-6 sloping | \$ 3,925.53 | 102348 |
| 10 | 41000 | 420 | 12/18/25 | DEMCO INC | Blude bktrk- 6 sloping sh | \$ 3,925.53 | 102348 |
| 10 | 41000 | 420 | 12/18/25 | DEMCO INC | Freight Shipping | \$ 448.55 | 102348 |
| | | | | | <i>2025 approved operating budget - AMH (18) book carts</i> | \$ 8,299.61 | 102348 Total |
| 10 | 41000 | 720 | 12/18/25 | ROSSVILLE COMMUNITY LIBRARY | 50% Annual Bdgt for 2026 | \$ 72,662.00 | 102359 |
| | | | | | <i>As required by Kansas Statute</i> | \$ 72,662.00 | 102359 Total |
| 10 | 41000 | 720 | 12/18/25 | SILVER LAKE LIBRARY | 50% Annual Bdgt for 2026 | \$ 90,800.00 | 102360 |
| | | | | | <i>As required by Kansas Statute</i> | \$ 90,800.00 | 102360 Total |
| | | | | | | \$ 837,872.88 | Grand Total |



Board of Trustees Executive Committee Meeting
January 5, 2026 – 3:30 pm
Zoom Meeting

Executive Committee Members Present

Peg Dunlap – Chair, Mark Zillinger – Vice Chair, Hannah Uhlrig – Secretary, Fred Patton – Treasurer

Staff Members Present

Marie Pyko – Chief Executive Officer, Thad Hartman – Chief of Staff, Kim Strube – Chief Financial Officer, Jesse Maddox – Chief Human Resources Officer, Aubrey Conner – Executive Assistant

Call to order

The meeting of the Board of Trustees Executive Committee was held on January 5, 2026, via Zoom, and was called to order at 3:30 pm by Chair Peg Dunlap.

Review Minutes and Agenda

The minutes from the December 8, 2025, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Mark Zillinger, seconded by Fred Patton, the minutes from the December 8, 2025, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the December 18, 2025, Board of Trustees Meeting and the agenda for the Board of Trustees January 15, 2026, meeting were reviewed.

Chief Executive Officer Marie Pyko shared that this will be a standard January board meeting.

Chief Financial Officer Kim Strube noted that she will have nothing out of the ordinary to report.

Board Chair Peg Dunlap shared that she has nothing as of now to report. She will share the minutes from this meeting.

Pyko will share an overview of where the library is with the planning for outreach services. She will ask Local History Librarian Katie Keckeisen to present two new resources the library has obtained. She will speak about the newspaper database and Recollect. These databases will present a great opportunity for patrons.

Chief of Staff Thad Hartman will report 2025 statistics.

For new business, the board will have the first reading of the Customer Service Policy and the Unattended Child Policy. With the cadence of the policies that Pyko and the board have created, the board will review all policies by early 2027.

Other Items

Pyko shared that the 2027 Budget Public Listening Session will be Thursday, May 7 from 5:00 pm – 7:00 pm.

No other items were discussed.

Adjournment

On a motion by Hannah Uhlrig, seconded by Mark Zillinger, the meeting was adjourned at 3:46 pm.

Next Meeting

February 9, 2026

4:00 pm

<https://tscpl.zoom.us/j/88257791498?pwd=UTdBUmFkTXIvb3U4eGtSZHJ0azkwUT09>

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report January 2026

News and Updates

Dolly Parton's Imagination Library (DPIL) with the United Way of Kaw Valley

As of late December, **5,653 children** were enrolled in the program. Despite consistent growth in newborn enrollment, total numbers were offset by families moving out of the area. We are partnering with United Way in Q1 2026 to analyze community-specific turnover trends.

Save the Date

Stephanie Hall Sneaky Learning Day

On **February 16, 2026**, the Library will host its annual Staff Professional Development Day, a tradition upheld since the 1980s. This year's curriculum centers on "**The Importance of Joy**" in community work. The day features morning breakout sessions and afternoon departmental workshops. We invite our Trustees to attend; your presence is a fantastic way to foster relationships with staff and participate in our collective professional growth.

Outreach Services

The Library Beyond the Building initiative is moving into its next phase. In 2026, our primary focus is to:

Deploy teams to develop an implementation plan for each component of the overall initiative discussed in November and December 2025. Teams will focus on both internal impact and needs and external components of service development.

Develop a phased approach which ensures we remain agile enough to meet emerging literacy and learning needs of the community while adhering to a fiscally prudent annual budget.

Library Policies review

As shared in previous meetings, we will be reviewing all library policies over the coming year. The process involves a first reading to allow for board questions; the policy will then be presented for formal consideration at the following month's meeting."

Area Highlight- Volunteer Services

or over 60 years, our library has sustained a robust volunteer program. **Kari Zimmerman**, Volunteer Coordinator for over 20 years, expertly balances the library's operational needs with the diverse interests of our volunteers.

Our volunteers are essential to several key areas, including:

- **Book Operations:** Managing quarterly book sales, staffing the Booktique, and processing behind-the-scenes donations.
- **The Topeka Room:** Updating the obituary index and maintaining vertical files.
- **General Programming:** Supporting events and initiatives throughout the year.

The **Youth Volunteer Program** remains a cornerstone of our success, particularly during the Summer Reading Program. Each year, 30–50 students gain their first professional experience by hosting the incentive booth and assisting with events. Through the **Level Up Shawnee County** grant, several students even transitioned into temporary roles as digital training navigators.

In 2025, we welcomed **70 new volunteers**, including 25 students fulfilling requirements for National Honor Society (NHS), scholarships, and class credit. These students represent a broad cross-section of our community, including Shawnee Heights, Topeka High, Topeka West, Highland Park, Washburn Rural, Cair Paravel, Seaman, Hayden, and the homeschool community.

Our volunteers are more than just helpers; they are vital ambassadors for the library. In 2025 alone, they contributed over **33,000 hours of service**. The library simply could not extend its reach so effectively without their dedication.

Trustee Education

Katie Keckeisen, Local History Librarian, will provide an overview of two new resources designed for genealogists and local history enthusiasts. We have recently expanded our digital archives to include the *Topeka Daily Capital*, the *Topeka State Journal*, and the *Topeka Capital-Journal*. Additionally, our local history archive has moved to a new, user-friendly platform: **Recollect**. These powerful tools will open new avenues for local, regional, and national researchers seeking to uncover the history of Topeka and Shawnee County.

Agenda Items- New Business

This month the Board will review the **Unattended Child Policy and the Customer Service Policy**. There are no recommended changes to the Customer Service Policy and several clarifying changes to the Unattended Child Policy. Chuck Engel, the Library's attorney has reviewed both

policies. We will bring both policies to the Board of Trustees for approval consideration at the February Board of Trustees meeting.

Professional Activities/Community Contacts

| | |
|-------------------|----------------------------------------------------------------------------------------------------|
| December 15, 2025 | Met with Sherri Camp regarding next steps for the Our Stories Museum at Westridge Mall. |
| December 18, 2025 | Met with Dennis Dinwiddie of the Zoo to discuss the community collaborative exhibit Washed Ashore. |
| December 19, 2025 | Attended the Board of Trustees meeting. |
| December 19, 2025 | Met with Mike McDonald, Executive Director of NEKLS. |
| January 5, 2026 | Hosted the Minerva Club. |
| January 6, 2026 | Conducted a Tour for the Topeka Public Schools District Advisory Council. |
| January 8, 2026 | Attended the United Way of Kaw Valley reception. |

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 01/09/2026

Dolly Parton's Imagination Library

December 2025



Total Enrolled
5,653

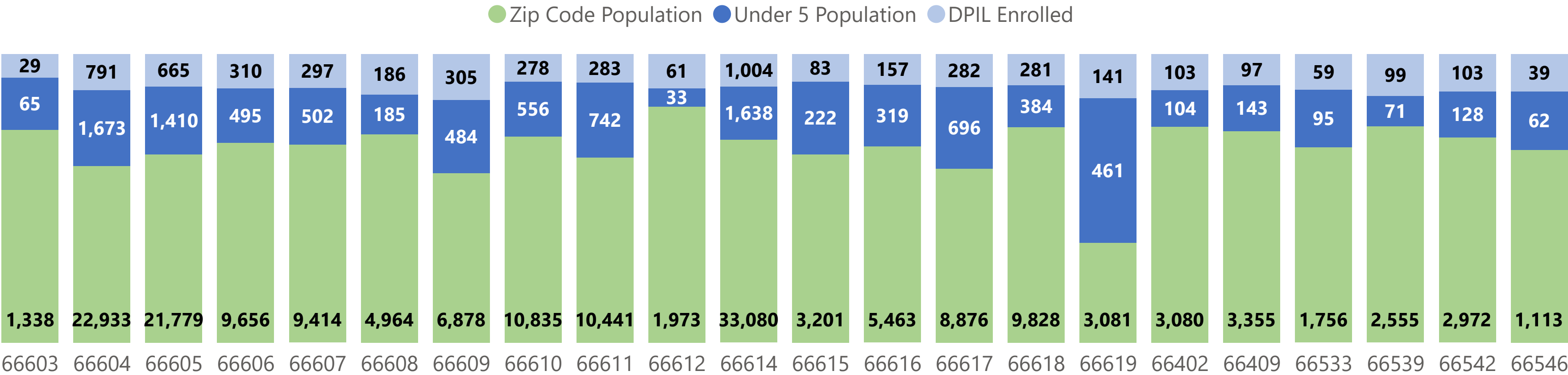


Total Graduated
10,888

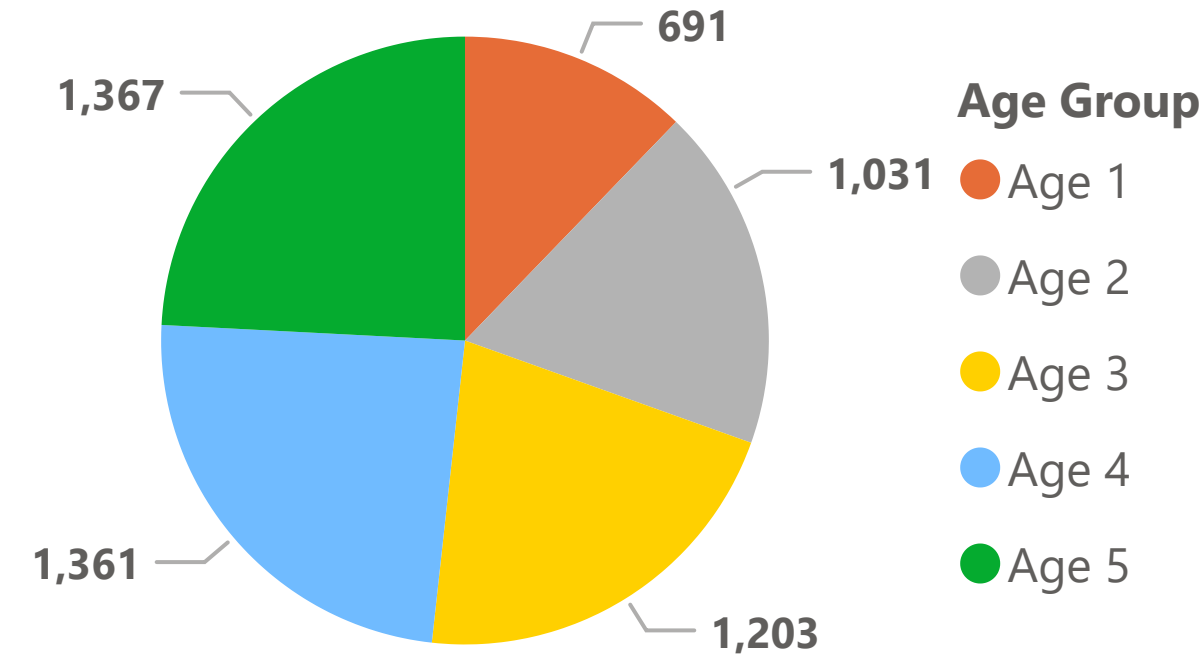
Year, Month

2025 (Year) + December (Month)

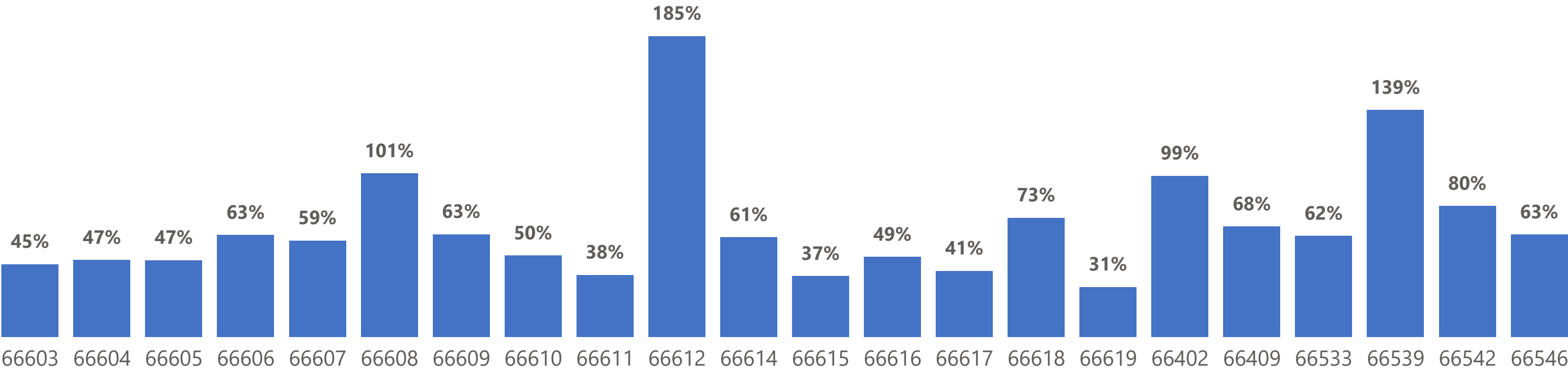
Enrollment by Zip Code



Age of Children



Percent Enrolled by Zip Code



Sources: Dolly Parton Imagination Library; 2021 American Community Survey 5-Year Estimates, Table DP05

Chief of Staff Report

Thad Hartman
January 9, 2026

2025 Stats

The end of 2025 concluded with key performance indicators largely consistent with 2024 levels. While the year-end totals appear fairly static, the monthly data reveals a strong recovery after a slow start to the year.

| | 2024 | 2025 | % Change |
|-------------------|-----------|-----------|----------|
| Total Visitors | 455,449 | 461,017 | 1.2% |
| Total Circulation | 1,854,266 | 1,830,373 | -1.3% |

Despite significant early-year challenges, the library recovered strongly in the latter two-thirds of the year. The accompanying tables illustrate a clear pivot point in May. Following the sluggish start in the first third of the year (January–April), visitor counts (*table on the right*) exceeded 2024 benchmarks for every month from May through December.

Circulation (*lower right table*) didn’t recover as strongly as the visitor count, but there was significant improvement in the middle third of the year and the final third saw increases each month over 2024.

There are any number of reasons for this turnaround, but there were two major factors:

- Weather Disruptions**
Inclement weather in Q1 led to multiple library closures and reduced foot traffic. In 2024 the library was open 631 hours during January and February, compared to 583 in 2025. 2024 was also a leap year, which added a day to the February 2024 totals.
- Construction**
The Kids Library was under construction into May, impacting both circulation and visitor engagement.

While weather and construction are issues that need to be dealt with most years, they seemed to hit us especially hard in early 2024. The end of the year numbers for 2025 are an encouraging sign for 2026.

VISITORS 2024 - 2025 COMPARISON

| | JAN | FEB | MAR | APR | JAN - APR |
|----------|--------|--------|--------|--------|-----------|
| 2024 | 35,534 | 37,478 | 39,161 | 39,034 | 151,207 |
| 2025 | 31,895 | 32,499 | 38,314 | 36,423 | 139,131 |
| % Change | -10.2% | -13.3% | -2.2% | -6.7% | -8.0% |

| | MAY | JUN | JUL | AUG | MAY - AUG |
|----------|--------|--------|--------|--------|-----------|
| 2024 | 36,797 | 43,364 | 42,746 | 39,322 | 162,229 |
| 2025 | 37,146 | 44,719 | 46,741 | 41,956 | 170,562 |
| % Change | 0.9% | 3.1% | 9.3% | 6.7% | 5.1% |

| | SEP | OCT | NOV | DEC | SEP - DEC |
|----------|--------|--------|--------|--------|-----------|
| 2024 | 36,466 | 39,260 | 34,335 | 31,952 | 142,013 |
| 2025 | 40,755 | 40,948 | 34,773 | 34,848 | 151,324 |
| % Change | 11.8% | 4.3% | 1.3% | 9.1% | 6.6% |

CIRCULATION 2024 - 2025 COMPARISON

| | JAN | FEB | MAR | APR | JAN - APR |
|----------|---------|---------|---------|---------|-----------|
| 2024 | 154,631 | 146,684 | 158,126 | 151,795 | 611,236 |
| 2025 | 145,924 | 137,178 | 146,339 | 148,502 | 577,943 |
| % Change | -5.6% | -6.5% | -7.5% | -2.2% | -5.4% |

| | MAY | JUN | JUL | AUG | MAY - AUG |
|----------|---------|---------|---------|---------|-----------|
| 2024 | 152,761 | 168,314 | 174,666 | 164,173 | 659,914 |
| 2025 | 153,679 | 167,054 | 174,075 | 163,099 | 657,907 |
| % Change | 0.6% | -0.7% | -0.3% | -0.7% | -0.3% |

| | SEP | OCT | NOV | DEC | SEP - DEC |
|----------|---------|---------|---------|---------|-----------|
| 2024 | 150,263 | 151,441 | 142,197 | 139,215 | 583,116 |
| 2025 | 152,204 | 154,380 | 145,756 | 142,183 | 594,523 |
| % Change | 1.3% | 1.9% | 2.5% | 2.1% | 2.0% |

Facilities Master Plan 2026

We have a number of projects scheduled for 2026 with a couple that will be of interest in February. We currently have RFPs posted to replace the boiler and the air conditioning unit for the building at 1020 SW Washburn. These units are nearing end of life and are included in this year's approved budget. We plan to bring bid recommendations for these projects to the February board meeting.

Maddie Safford from HTK will also be joining us at the February board meeting to present concepts for the remodel of 3 different staff spaces and the space where The Edge had previously been located. After this presentation we will finalize the designs and specifications and post RFPs in March and April with bid recommendations going to the board in April and May.

Department Highlights

Public Services

Debbie Stanton, Public Services Manager

New Year, New Offerings

I'm excited to share some of the new programs that Public Services staff will be offering to the public starting this month --

- **Weekly Drop-In Tech Help**
Our Core Technology team members will be providing weekly drop-in tech help at four offsite locations — East Topeka Senior Center, LULAC, SENT, and Papan's Landing. We hope to meet people closer to where they live, work and play to help close the digital divide in the community.
- **Advanced Tech Classes in Level 2 Tech Center**
We will be offering more advanced classes in our Level 2 Tech Center including 3D printing, audio and video recording, and upcoming graphic design classes.
- **Personal Wellness Classes**
Beyond our continuing health and wellness classes such as Geri-Fit, we are also introducing a series called "Self-Care Saturday" focused on personal well-being.
- **New Bookclubs for All Ages!**
We are excited to introduce a variety of new bookclubs for all ages. This includes one hosted by our Readers & Resources Supervisor who has helped start the WIBW Book of the Month Club. New bookclubs for kids include the Silly Stories Squad for school age kids and the Next Chapter bookclub for middle school students. A new bookclub called "Her Story" explores stories of strong women.

We hope to reach many new people through these fun and innovative programs!

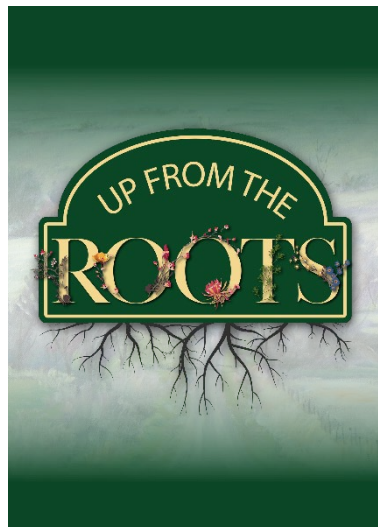
Public Services

Zan Popp, Supervisor – Learning Experiences

Alice C. Sabatini Gallery

Up from the Roots opened this month, and we've already welcomed 1,832 visitors. The exhibit grows out of the idea of "garden" in many forms — tended beds, wild spaces, and the places we carry nature with us. The gallery itself feels transformed; it's like walking into an art-filled garden where people can slow down, look up at "clouds," think about growing things, and be reminded of nearby trails and outdoor spaces in Topeka.

The team has also been having fun working with Communications and Marketing to make short Instagram videos about the artwork. They've been a light-hearted way to invite people in and show that the gallery is for everyone, not just "art people."



Topeka Room

We welcomed 465 visitors to the Topeka Room this month. Numbers were a little lower, which is normal during the holidays, but what stood out was who was coming in. We saw more young families arriving after Sounds of the Season performances, and many stayed to explore. It's always encouraging to see people wander in out of curiosity and realize this space is open to them.

Core Technology

December was our first month moving from traditional computer classes to a drop-in Digital and Gadget Help model. This shift is about meeting people where they are. Starting in January, we'll have regular weekly times in the Level 2 Tech Center so folks can come in with whatever they're working on — phones, tablets, computers, passwords — and get help in the moment instead of trying to fit into a class that may not match their exact need.

Public Services

Cadie Maas, Supervisor – Readers & Resources

Winter Reading Challenge



January 1st is the annual kickoff for our [Winter Reading Challenge](#). Customers who enroll in the challenge and log three books by the end of the month are eligible to earn a cozy library branded mug.

This year, we're something new by adding a friendly competition at the staff level, to see which staff member can sign up the most readers for the challenge. The staff member with the highest number of enrolled customers will receive a \$10 gift card to the Millenium Café.

We are having fun building excitement around the challenge with our customers and are looking forward to celebrating their reading accomplishments at the [Winter Reading Challenge Celebration](#) prize pick-up event on Sunday, Feb. 1st. Customers will have the opportunity to visit with library staff and fellow challenge completers, share the books they read throughout the month, enjoy cookies and hot cocoa, and collect their new favorite mug!

Learn With NovelList

We've partnered with our training coordinator, Brenda Hough, to bring a new training module to front-line library staff. Our library has long subscribed to [NovelList Plus](#), an invaluable tool used by both customers and staff to help readers identify books they will love based on shared characteristics with their favorite reads.

NovelList evaluates elements such as setting, mood, storyline, and character development to identify "appeal factors." These appeal factors are then compared across works of fiction and nonfiction to help readers pinpoint what they enjoy most about a title. The NovelList database cross-references other books with similar appeal factors to generate recommendations.

This foundational tool is used daily by library staff at service desks, when selecting materials for Browsing Just for You customers, and in Red Carpet services. The new Learn with NovelList module builds on this existing knowledge by offering additional resources and training courses designed to strengthen readers' advisory skills.

The module includes courses focused on specific genres such as graphic novels, true crime, and young adult fiction, helping staff build confidence when recommending materials outside their personal reading comfort zones. We are excited to roll out this training plan and look forward to the positive impact it will have on our Topeka & Shawnee County community of readers.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Did you know that we have been a [Family Place Library](#) since 2014? It is a national designation that we renew annually. To be one, we meet specific criteria that demonstrate that we see the importance of healthy early childhood experiences within a person's lifetime. We have staff who are specifically trained in that model, including our CEO. We host staff facilitated play through the Learn & Play Bus and in Family Place Learn & Play programming each summer. Those opportunities include support of and connection to partners with health, education and human service agencies that serve families of young children. We

provide specially designed spaces that are designed for intentional play so that children grow alongside their significant adult(s). We offer collections and resources that are specifically for babies, young children, parents, caregivers and service providers. The model is top of mind right now as we train newer staff and as we discuss future plans for services for this age group.

Librarian Updates

Early Childhood Librarian

We hosted a stuffie sleepover for preschool and school aged children. The children had their choice of blankets to make for their stuffies. They could decorate one or tie felt squares together. Twenty-three children and their grown-ups helped make blankets for stuffies during their overnight stay at the library. Later that afternoon a group of teens led by a teen specialist took pictures of the stuffies getting into mischief. When they were not having library cart races down the halls or taking pictures of themselves at the copier, they listened to Boomer Bear read a story. The children received a photo of the stuffies at storytime. The stuffies received a stuffie sized library card and great memories of the library with their owner.

This inter-age collaboration provided fun for all!



Early Childhood Outreach Librarian

It seems like storytimes go hand-in-hand with libraries. Storytime provides children and their caregivers with an opportunity to connect through an engaging shared experience. We provide storytimes in the building, but also throughout the community. Our Outreach Storytellers visit fifty-plus childcare settings and an additional eleven community sites across the city and county. Childcare settings include public schools, preschools, and large centers. The community sites range from sites like Fairlawn Plaza to Shawnee North Community Center to Hillcrest Community Center. A storytime is also provided on the Learn & Play Bus. Each storytime boosts a child's development through songs, activities, and stories, all of which fosters a child's lifelong love of reading.

School Age Librarian

Did you have a favorite toy that evokes fond feelings from when you were a young child? Saturday, December 13, 2025, we held a program titled *Make Your Own Library Stuffie* for kids ages 5-11. Kids got to choose, fluff, stuff, name and snuggle their new library stuffed animal! They got to add a wishing star, make a wish, give their new friend a superpower and add a TSCPL *Stay Curious* tag inside the secret pocket. Kids named their stuffed animals and made nametags for them. A birth certificate was completed, and kids could read to their stuffed animal! Kids and their families were invited and encouraged to bring back their stuffies to partake in the first ever, Stuffie Sleepover, on December 20th.

The benefits of kids making their own special stuffed animal may have included giving them a sense of comfort, safety, independence, emotion regulation, ownership, confidence and accomplishment. It encouraged their creativity and imagination. TSCPL was the perfect place to make this happen. Several hundred people participated and 116 kids made and got to take home their own forever friend. It was a WOW moment! Volunteers were incredibly helpful and essential. We hope kids remember making their new stuffed animal at TSCPL, and that it elicits genuine happy feelings for them and their families, the entirety of their lives.

Smiles and connections in the photos below show a powerful positive impact.



Teen Librarian

The Teen Team is excited to get back to programming in the coming weeks after slowing down over the holidays, although one of us did help with the very successful Stuffie Sleepover programs during that time! We are also coming up with ideas for how to use our expanded programming and gaming budgets for 2026 to improve our services to teens. Summer plans have started too, and we have a conference in the first third of the year for members of our team. So, we are hitting the ground running in the New Year!

Technical Services

Scarlett Fisher-Herremann, Technical Services Manager

Acquisitions

A new fiscal year is underway which means new items for our physical and digital collections. We've started again with ordering just a few days into the new year. As we did in 2025, we will order 48 weeks out of the year, wrapping up in early-to-mid December in order to close out the fiscal year. We're looking forward to meeting the needs of our customers and offering outstanding collections for all in our community.

Crush the Winter Reading Challenge - Instantly Libby Reads

Just in time for our Winter Reading Challenge, we've created a list of [instantly available titles](#) in Overdrive/Libby. For this challenge, we've selected popular new(ish) fiction and nonfiction titles, each available without any holds during the month of January. We have a mix of ebook and digital audio in this collection.

Community Services

Patrick Berry, Community Services Supervisor

As we close out 2025 and look ahead to the beginning of 2026, I want to take a moment to reflect on another outstanding year for the Community Services Department.

This past year brought a wide range of changes, growth, and new opportunities—and there is no doubt that more change lies ahead. Through it all, what has remained constant is the strength, dedication, and professionalism of this team. The work they do every day continues to make a meaningful impact, and I am confident in our ability to adapt, evolve, and succeed no matter what comes our way.

I am incredibly proud of the team we have in Community Services. Their commitment, resilience, and teamwork are what make this department so strong. I look forward to building on our successes and embracing the opportunities that 2026 may bring.

Community Services Outreach Librarian Report

From September through December, the Outreach Team delivered 260 programs, reaching students and classrooms with engaging, hands-on learning experiences. Each of my four team members is responsible for 5–7 programs that they have developed and adapted from the educators' curriculum, ensuring every program directly supports classroom learning.

Supporting this volume of programming takes significant preparation beyond what is seen in the classroom. The dedication of this team behind the scenes cannot be overstated. They spend countless hours preparing materials and creating meaningful experiences, from cutting thousands of straws, recreating fossils, prepping slime cups, cleaning paint trays, to draining the Aquifer demo so that each program runs smoothly and leaves a lasting impression.

Because of this behind-the-scenes work, their creativity, attention to detail, and collaborative effort have made this quarter's programs not only possible but impactful. The team's hard work ensures that every student's engagement is purposeful, educational, and memorable.

Alongside supporting this work at the program level, I also focused on professional growth this year. I was selected to participate in the Emerging Leaders program, a competitive, year-long professional development opportunity designed to cultivate leadership within the organization. The program brought together a small cohort of staff members who met monthly for in-depth discussions, field trips, collaborative activities, and sessions with guest speakers, all centered on strengthening leadership capacity.

Throughout the year, the program emphasized self-awareness, skill development, and creative problem-solving, while also requiring participants to apply these concepts in real-world scenarios. Each participant met regularly with a mentor to discuss challenges, professional goals, and growth opportunities, providing individualized guidance and support.

The program concluded with a capstone project, in which each participant applied the leadership skills gained over the year to develop and pitch a library-related idea they felt strongly about. This final project required strategic thinking, reflection, and the ability to clearly articulate vision and impact.

One of my favorite takeaways from this experience was a shift in how I think about opportunity. As human beings, we love to ask someone, “*Are you nervous?*” right before they’re getting ready to do something big. My answer now is usually, “*If I wasn’t ready, I wouldn’t have the opportunity.*” I’m grateful for the opportunity, confident in what comes next, and realizing that nervousness and readiness can exist at the same time — and that’s usually where the good work happens. 😊

Community Services Librarian Report

December is always a busy month as we prepare for the holidays. This year was no different. As part of the work that these teams did over the month, the Bookmobile Team checked out over 2,700 items. The Materials Delivery Team delivered over 3,700 items.

In addition to the work our Materials Delivery Team already does with the TSCPL@Home service, the planned transition of the TSCPL@Work and Book Locker services from the Circulation department to Community Services began in December. Each member of the Materials Delivery Team and I started training with Circulation staff to learn about the processes of each service as well as how to troubleshoot issues that can occur. We had the opportunity to start visiting TSCPL@Work sites, learn how to load the book lockers, and much more. This training continues in January as we prepare for the Materials Delivery Team to take this service on completely. Many thanks to GR and Karen in Circulation for all their work training us!

In mid-December, the bookmobiles closed for Maintenance Week, which takes place three times a year. During this time, the Bookmobile Team was busy working to refresh the collections on the bookmobiles, clean the vehicles, and met as a team. As we are often out and about on the bookmobiles, this meeting time is valuable for the Bookmobile Team as Maintenance Weeks are the only occasions that all the team members are in the office at the same time. These meetings provide the opportunity for team members to share information, discuss potential changes, and bond as a team.

The Bookmobile and Materials Delivery Teams have worked hard, and I am so proud of everything they have done in 2025. I look forward to seeing all that they will accomplish in 2026! Way to go!

Program Services

Autumn Friedli, Program Services Coordinator

Looking Back at 2025

2025 was a GOOD Year. Through 3091 programs, either inside the building or outside of the building, we interacted with 75424 people. People came to music events, author visits, book discussions, magicians, artsy programs, and learned valuable skills. Kids heard stories, sang songs, did experiments, solved crimes, built all kinds of things, learned coding and so much more. Every day the library was open in 2025, something was happening. Experiences were abundant in 2025, and 2026 is going to be even better! We are trying even more things to reach even more people!

Digital Services

David King, Digital Services Director

Digital Library Planning

The next part of the library's digital library plan has begun. Improving our website and other "digital library" platforms is part of the library's strategic plan. For this part of the project, we are exploring website hosting options with library technology platform companies, to see if those companies/products can meet the library's emerging digital library needs. Our goal in 2026 is to explore options and to make a recommendation for the 2027 budget.

New Self Check Kiosks

We installed the new self check kiosks, and have been doing some configuration adjustments as needed. Communications also helped immensely, by adding a short video showing how to use the new kiosks, which was added to the welcome screen of each kiosk.

Top Web Pages for December 2025

1. Tools & Services: 5904 Pageviews
2. Articles main page: 2834 Pageviews
3. Get a Library Card: 1505 Pageviews
4. Hours & Locations Page: 1386 Pageviews
5. Work at the Library: 1181 Pageviews
6. Great Read Alouds: Talking to Kids about homelessness & food insecurity: 1126 Pageviews
7. Songs of the Season: 1033 Pageviews
8. Level 2 Tech Center: 928 Pageviews
9. The New York Times: 908 Pageviews
10. Capture local & family stories with history kits: 838 Pageviews

Social Media Highlights for December 2025

Facebook

- Library Stuffie Event – reached 9078 people
- Holiday concert with the Fountain City Brass Band – reached 4729 people
- Library Stuffie Sleepover – reached 7219 people

Instagram

- Digital Arts Studio – reached 445 people
- Asking Staff Questions – reached 414 people
- Winter Reading Challenge – reached 403 people

Circulation

Angie Hardy-Foltz and Jacob Ziegler, Circulation Supervisors

Between the Bookends: Circulation in 2025

Staffing

Of our 35 team members, 5 embraced exciting new roles, and 3 seasonal shelvees made a big impact. Together, our staff brings over 371 years of library experience!



Our shelvees were a tremendous help this summer, ensuring our shelves stayed full and ready for eager summer readers. Teri was a consistent and dependable presence, shelving an impressive 481 carts.

Library Cards

We welcomed 17,970 new library sign-ups this year! Michelle, Allie, Sandy, and Christina handled online registrations for 4,891 of them!



Of our customers registered in person



Keely's and Susan's friendly faces helped bring in a fantastic 589 new library card registrations, 388 by Keely and 201 by Susan. Congratulations to both!

Mobile Holds Cart

Thanks to our amazing full-time and part-time staff, the new mobile request cart launched strong with 46,825 holds processed! Big kudos to Marissa and Lupe for going above and beyond with 5,893 and 2,009 requests on their own!



By the Numbers

We replaced our old AMH which checked in 499,462 in it's final year. Our new AMH checked in 186,811 items to finish out the year!

Karen and GR hit the road last year, stocking smartlockers at Fairlawn Plaza and Oakland Community Center. They delivered a whopping 4,019 items before the delivery duty moves to a new team!

Interlibrary Loan

Our interlibrary loan team filled 5,379 requests last year. Patrick deserves a medal for opening and wrapping 1,656 of them!



It was a busy year for appointments, and no one knows that better than Stephen, who managed an impressive 489 one-on-one sessions for notary and gadget assistance!

Our community kept our notaries busy! In September alone, we completed a record-breaking 275 notarizations, contributing to a record-breaking annual total of 2,183 notarizations.

Communications & Marketing advanced the library's strategic goals through targeted initiatives. We strengthened the library's brand with vehicle wraps, direct mail, book return graphics, and online visuals. These efforts earned top design and marketing awards, highlighting the impact of collaboration and creativity across the library.

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Team submits 11 Entries into Awards Competition

The library should be proud of its accomplishments in 2025. From Dr. Drab's Lab videos and promotions to the Inked exhibit, our team is responsible for the advertising, marketing, branding and assisting with props and signage enhances the customer experience and are a key contributor to success. We know that our community loves the library and we look forward to celebrating any awards we may receive through the American Advertising Awards in February. Wish us luck!



Library Newsletters

In 2025 the Bedtime Stories newsletter, which is sent to adults who check out kid materials, had the highest average open rate of 56.1 percent and an average click through rate of 9.3 percent.

The Bright Futures newsletter is sent to library cardholders 13-18 years old. This had an 37.7 percent average open rate and 5.9 percent average click rate.

The general adult newsletter is delivered to all cardholders who do not fit in the Bedtime Stories or Bright Futures clusters. This newsletter had a 38.2 percent yearly average open rate and a 5.3 percent average click rate.

Library newsletters are sent by email to cardholders every two weeks excluding holiday weeks. The open rate is the percent of people who open the email and the click rate is the percent of links that are clicked. Several sources list a good open rate as 17-28 percent and a good click rate as 2-5 percent. We have excellent open and click rates.

2025 Google Analytics

Top Pages

- Work at the Library – 22,128 Views
- Hours and Locations – 18,542 Views
- Summer Reading – 17,802 Views

Top Articles

- Fall Reading Challenge – 3,103 Views
- Winter Reading Challenge – 2,025 Views
- Bride all your Life – 1,813 Views



Reaching New Users

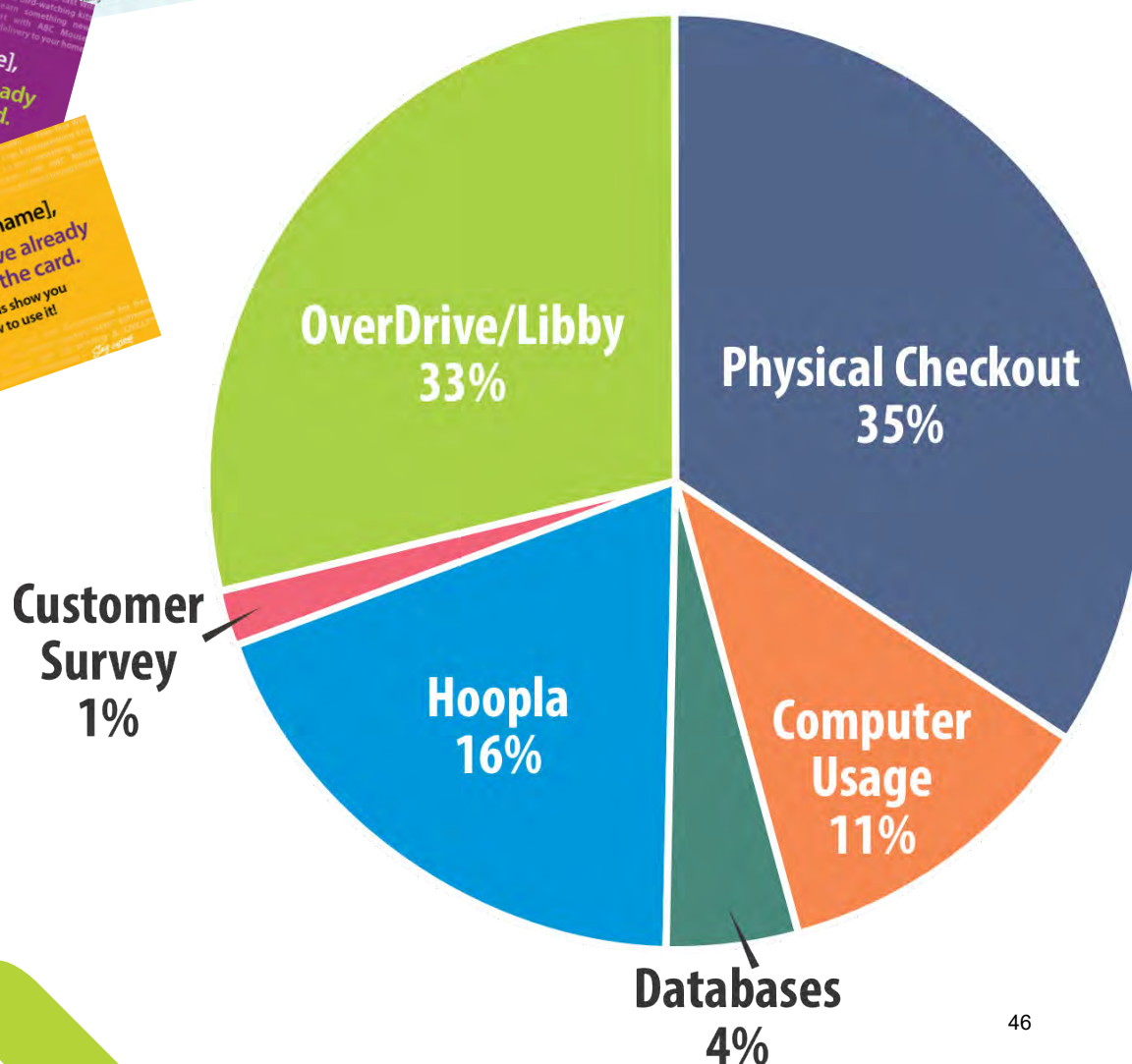
Social media is a powerful way to entice potential customers. We gained 1700 followers in our first six months on TikTok, which is great! Even better? TikTokers interacted with us (likes, comments, shares, saves) 35,000 times. Mind-blowing? They watched our videos more than 350,000 times! Follower numbers represent a fraction of what's really going on in our channels: 350,000 YouTube views and 3.7 MILLION views on Facebook and Instagram combined. Facebook customers watched our videos a total of 46.5 days!

Inactive to active customers

Three direct mail campaigns sent to customers who had not used their library card in 6 months resulted in an average return-to-active status of nearly 20% customers following each mailing. The pie chart shows what returning customers did after receiving our November-December mailings.



How Customers Re-Engaged



Customer Service Policy

Purpose

The Topeka and Shawnee County Public Library's mission is "Sparkling curiosity and connecting our community through literacy and learning." To fulfill this mission, staff members will provide excellent customer service to all who visit the library or use its services. Hospitable, well-trained and knowledgeable staff members will assist library customers in a manner that allows them to honor our commitment to welcome everyone in the community and help people make their lives better by providing the tools they need to successfully navigate the world.

Policy

Staff members will take responsibility for:

- Creating a welcoming atmosphere.
- Providing each customer with an exceptional user experience.
- Meeting the needs of customers and co-workers.
- Behaving ethically.
- Protecting customer confidentiality.
- Understanding and implementing library policies and guidelines.

Approved: February 16, 2012

Revised and Approved by the Library Board of Trustees, June 17, 2021

Reviewed and Approved by the Library Board of Trustees, January 15, 2026

Board of Trustees

Topeka and Shawnee County Public Library

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Board of Trustees

Topeka and Shawnee County Public Library

Unattended Child Policy

The Topeka & Shawnee County Public Library welcomes use by children, and staff will assist them in use of Library materials or services. For the child's safety and comfort, a child shall be accompanied by a responsible parent, legal guardian, or caregiver while visiting the library.

Definitions

For the purposes of this policy,

- a **child** is ~~anyone~~ an individual under age 8 years ~~old~~
- a **caregiver** is ~~any~~ individual age 12 years ~~of age~~ or older who has the authority from the child's parent or legal guardian to care for the child and responsibility to care for a child; ~~and by the child's parent or legal guardian.~~
- **accompanied** means being physically present at all times with the child ~~at all times~~, being aware of the child's location and behavior, and being able to immediately assist the child as needed.

Policy

The Library does not act *in loco parentis* (in place of parents). ~~and~~ The Library staff ~~does not~~ have neither the authority nor the duty to take responsibility for your child.

During normal operating hours a child must be *continually* accompanied by a parent, legal guardian or caregiver unless the child is attending a library program.

- If an unattended child calls attention to themselves, Library staff will attempt to locate the parent/legal guardian/caregiver in the library and inform them of the policy.
- If the parent/legal guardian/caregiver cannot be found, the Topeka Police Department will be asked to intervene.

~~Outside of~~ Beyond normal operating hours, ~~if an individual age 12 years of age or younger is on library property and a parent/legal guardian/caregiver cannot be located~~, the Topeka Police Department will be asked to intervene.

Parents/legal guardians/caregivers and children who ~~are in violation of~~ violate this policy are subject to suspension of library privileges.

Revised and Approved by the Library Board of Trustees, October 20, 2005 Revised
and Approved by the Library Board of Trustees, June 17, 2021

Board of Trustees
Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person, by
telephone at (785) 580-4400, or at [tscpl.org/contact](https://www.tscpl.org/contact).

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Definitions

For the purposes of this policy,

- a **child** is anyone under 8 years old
- a **caregiver** is any individual 12 years of age or older who has the authority and responsibility to care for a child by the child's parent or legal guardian.

Policy

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Board of Trustees

Topeka and Shawnee County Public Library

Key Metrics

Net Promoter Score
86.8

End of LY: **86.4**
Difference: **0.4 ▲**
% Change: **0.5% ▲**

Active Cardholders
71,331

End of LY: **67,163**
Difference: **4,168 ▲**
% Change: **6.2% ▲**

Unique Borrowers YTD
40,046

Previous YTD: **40,153**
Difference: **-107 ▼**
% Change: **-0.3% ▼**

Door Count YTD
461,017

Previous YTD: **455,449**
Difference YoY: **5,568 ▲**
% Change YoY: **1.2% ▲**

First Time Checkouts YTD
618,708

Previous YTD: **670,363**
Difference YoY: **-51,655 ▼**
% Change YoY: **-7.7% ▼**

Digital Checkouts YTD
756,326

Previous YTD: **699,785**
Difference YoY: **56,541 ▲**
% Change YoY: **8.1% ▲**

Computers and WiFi

Computer Sessions YTD
87,700

Previous YTD: **88,829**
Difference YoY: **-1,129 ▼**
% Change YoY: **-1.3% ▼**

Avg Session Time YTD
00:57:07

Previous YTD: **01:03:47**
Difference YoY: **-00:06:39 ▼**
% Change YoY: **-10.4% ▼**

WiFi Sessions YTD
406,960

Previous YTD: **380,647**
Difference YoY: **26,313 ▲**
% Change YoY: **6.9% ▲**

Avg Session Time YTD
00:13:26

Previous YTD: **00:13:18**
Difference YoY: **00:00:08 ▲**
% Change YoY: **1.0% ▲**

Other Metrics

Program Attendance YTD
75,384

Previous YTD: **77,581**
Difference YoY: **-2,197 ▼**
% Change YoY: **-2.8% ▼**

Mtg Room Attendance YTD
70,181

Previous YTD: **64,801**
Difference YoY: **5,380 ▲**
% Change YoY: **8.3% ▲**

Reference Questions YTD
280,694

Previous YTD: **268,262**
Difference YoY: **12,432 ▲**
% Change YoY: **4.6% ▲**

| 2025 | | | | | | | | | | | | | | 2024 | % Change |
|----------------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD | YTD | |
| Net Promoter Score (NPS) | | | | | | | | | | | | | | | |
| Monthly NPS | 90.7 | 82.9 | 94.3 | 95.7 | 81.8 | 86.9 | 92.7 | 88.1 | 82.4 | 88.9 | 88.2 | 88.6 | 88.7 | 86.5 | 2.5% |
| Monthly # of Responses | 44 | 35 | 35 | 23 | 22 | 108 | 210 | 126 | 102 | 64 | 51 | 44 | 864 | 861 | 0.3% |
| Current NPS | 86.5 | 86.5 | 86.5 | 86.6 | 86.5 | 86.5 | 86.8 | 86.8 | 86.7 | 86.7 | 86.8 | 86.8 | 86.8 | 86.4 | 0.5% |
| GATE COUNT | | | | | | | | | | | | | | | |
| | 31,895 | 32,499 | 38,314 | 36,423 | 37,146 | 44,719 | 46,741 | 41,956 | 40,755 | 40,948 | 34,773 | 34,848 | 461,017 | 455,449 | 1.2% |
| CIRCULATION* | | | | | | | | | | | | | | | |
| Main Library | | | | | | | | | | | | | | | |
| Circulation Desk & Renewals | 30,566 | 29,616 | 32,557 | 34,073 | 32,489 | 36,232 | 41,182 | 40,208 | 35,738 | 35,881 | 33,914 | 25,223 | 407,679 | 441,300 | -7.6% |
| Interlibrary Loan | 1,342 | 1,204 | 1,398 | 1,401 | 1,228 | 1,316 | 1,361 | 1,367 | 1,422 | 1,399 | 1,131 | 1,095 | 15,664 | 14,315 | 9.4% |
| Self-Check | 37,970 | 35,007 | 40,713 | 36,756 | 41,496 | 49,718 | 49,661 | 41,576 | 37,633 | 37,456 | 35,405 | 40,308 | 483,699 | 508,997 | -5.0% |
| Bookmobile | | | | | | | | | | | | | | | |
| TSCPL @ Home | 3,080 | 3,359 | 3,524 | 4,258 | 3,540 | 4,463 | 4,762 | 4,161 | 4,235 | 4,369 | 3,779 | 2,771 | 46,301 | 68,869 | -32.8% |
| Red Carpet | 3,212 | 3,488 | 4,359 | 3,808 | 3,879 | 3,911 | 3,723 | 3,685 | 3,425 | 3,545 | 3,451 | 3,708 | 44,194 | 41,040 | 7.7% |
| Digital Downloads | 4,969 | 4,114 | 4,501 | 4,742 | 4,689 | 4,817 | 4,715 | 4,658 | 4,655 | 4,621 | 4,200 | 4,159 | 54,840 | 56,642 | -3.2% |
| Library @ Work / Smartlocker | 62,236 | 58,167 | 57,216 | 61,685 | 64,662 | 64,742 | 67,079 | 65,804 | 63,453 | 65,633 | 62,277 | 63,372 | 756,326 | 699,785 | 8.1% |
| TOTAL CIRCULATION | 1,330 | 1,316 | 1,447 | 1,381 | 1,343 | 1,434 | 1,378 | 1,411 | 1,408 | 1,476 | 1,335 | 1,274 | 16,533 | 16,589 | -0.3% |
| * Includes first-time checkouts and renewals | | | | | | | | | | | | | | | |
| FIRST-TIME CHECKOUTS | | | | | | | | | | | | | | | |
| | 49,171 | 45,498 | 52,740 | 49,302 | 52,500 | 62,856 | 62,656 | 54,101 | 50,222 | 50,556 | 46,530 | 42,576 | 618,708 | 670,363 | -7.7% |
| CIRCULATION DETAILS | | | | | | | | | | | | | | | |
| Print Material | 53,642 | 50,828 | 56,563 | 56,489 | 58,448 | 70,463 | 73,944 | 65,271 | 58,725 | 58,438 | 54,832 | 50,511 | 708,154 | 751,874 | -5.8% |
| Audio/Visual Material | 24,188 | 22,277 | 25,142 | 23,788 | 24,274 | 25,303 | 26,632 | 25,698 | 23,968 | 24,055 | 22,582 | 22,162 | 290,069 | 321,939 | -9.9% |
| Adult Materials | | | | | | | | | | | | | | | |
| Children's Materials | 46,803 | 43,952 | 49,156 | 46,897 | 47,990 | 50,228 | 52,720 | 50,529 | 46,973 | 47,004 | 43,206 | 42,541 | 567,999 | 585,599 | -3.0% |
| Young Adult Materials | 23,226 | 21,990 | 24,733 | 25,373 | 26,380 | 35,844 | 37,481 | 31,583 | 27,774 | 27,481 | 26,739 | 23,312 | 331,916 | 380,745 | -12.8% |
| Red Carpet Materials | 1,915 | 1,740 | 1,946 | 2,312 | 2,583 | 3,642 | 3,843 | 3,012 | 2,240 | 2,319 | 2,172 | 2,075 | 29,799 | 33,488 | -11.0% |
| | 5,868 | 5,401 | 5,839 | 5,620 | 5,688 | 5,905 | 6,372 | 5,918 | 5,592 | 5,568 | 5,160 | 4,792 | 67,723 | 73,458 | -7.8% |
| NEW Patrons | | | | | | | | | | | | | | | |
| Topeka / Shawnee County | | | | | | | | | | | | | | | |
| Adults | 660 | 579 | 669 | 612 | 666 | 769 | 847 | 726 | 652 | 685 | 549 | 515 | 7,929 | 9,426 | -15.9% |
| Children (ages 17 and under) | 128 | 92 | 140 | 104 | 172 | 321 | 232 | 164 | 147 | 134 | 106 | 71 | 1,811 | 2,062 | -12.2% |
| Red Carpet Outreach | 9 | 6 | 9 | 15 | 8 | 10 | 2 | 15 | 3 | 4 | 4 | 6 | 91 | 94 | -3.2% |
| NEKL | 48 | 25 | 51 | 47 | 56 | 68 | 63 | 50 | 51 | 39 | 37 | 32 | 567 | 530 | 7.0% |
| Non-Resident | 0 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | 2 | 0 | 0 | 1 | 8 | 17 | -52.9% |
| Total New Registrations | 845 | 703 | 869 | 779 | 903 | 1,169 | 1,144 | 956 | 855 | 862 | 696 | 625 | 10,406 | 12,129 | -14.2% |
| PATRONS DELETED | | | | | | | | | | | | | | | |
| | 186 | 141 | 2,069 | 384 | 217 | 453 | 264 | 215 | 176 | 192 | 191 | 85 | 4,573 | 4,848 | -5.7% |
| Cardholders | | | | | | | | | | | | | | | |
| Topeka / Shawnee County | | | | | | | | | | | | | | | |
| Adults | 73,570 | 74,023 | 74,559 | 75,075 | 75,681 | 75,240 | 69,803 | 70,381 | 70,766 | 71,188 | 71,535 | 71,892 | 71,892 | 73,163 | -1.7% |
| Children (age 0 - 17) | 15,847 | 15,814 | 15,808 | 15,787 | 15,838 | 16,043 | 15,292 | 15,290 | 15,290 | 15,250 | 15,199 | 15,092 | 15,092 | 15,851 | -4.8% |
| TSCPL @ School | 36,797 | 36,839 | 36,874 | 36,919 | 36,915 | 36,911 | 36,907 | 22,341 | 22,050 | 22,120 | 22,521 | 22,519 | 22,519 | 34,518 | -34.8% |
| Red Carpet Outreach | 1,359 | 1,367 | 1,359 | 1,369 | 1,380 | 1,382 | 1,225 | 1,183 | 1,188 | 1,151 | 1,136 | 1,141 | 1,141 | 1,353 | -15.7% |
| NEKL | 10,763 | 10,924 | 10,972 | 11,033 | 11,108 | 11,188 | 10,874 | 10,924 | 10,950 | 10,981 | 11,009 | 11,034 | 11,034 | 10,712 | 3.0% |
| Non-Resident | 63 | 53 | 53 | 54 | 53 | 55 | 53 | 51 | 53 | 53 | 50 | 55 | 55 | 65 | -15.4% |
| Delinquent | 76 | 74 | 71 | 75 | 75 | 72 | 74 | 72 | 67 | 62 | 60 | 61 | 61 | 78 | -21.8% |
| TOTAL CARDHOLDERS | 138,475 | 139,094 | 139,696 | 140,312 | 141,050 | 140,891 | 134,228 | 120,242 | 120,364 | 120,805 | 121,510 | 121,794 | 121,794 | 135,740 | -10.3% |

| | | | | | | | | | | | | | | | |
|----------------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------|
| Active Cardholders (Savannah) | | | | | | | | | | | | | | | |
| Non-Student Cardholders | 61,003 | 60,992 | 61,213 | 61,399 | 61,817 | 62,397 | 62,487 | 61,481 | 61,596 | 61,750 | 61,801 | 61,887 | 61,887 | 60,848 | 1.7% |
| Student Cardholders | 6,436 | 6,636 | 6,675 | 6,500 | 6,442 | 6,405 | 6,405 | 8,817 | 8,985 | 9,322 | 9,423 | 9,444 | 9,444 | 6,315 | 49.5% |
| TOTAL ACTIVE CARDHOLDERS | 67,439 | 67,628 | 67,888 | 67,899 | 68,259 | 68,802 | 68,892 | 70,298 | 70,581 | 71,072 | 71,224 | 71,331 | 71,331 | 67,163 | 6.2% |
| | | | | | | | | | | | | | | | |
| Unique Borrowers | | | | | | | | | | | | | | | |
| Physical | 6,536 | 6,343 | 5,845 | 6,019 | 7,066 | 8,251 | 8,172 | 7,270 | 6,450 | 6,910 | 6,477 | 5,485 | 23,292 | 25,460 | -8.5% |
| Digital | 12,334 | 12,012 | 12,217 | 11,564 | 12,612 | 12,159 | 12,345 | 12,787 | 12,098 | 12,653 | 12,642 | 12,390 | 24,091 | 21,838 | 10.3% |
| Both | 1,515 | 1,452 | 1,354 | 1,280 | 1,600 | 1,804 | 1,745 | 1,650 | 1,400 | 1,533 | 1,434 | 1,276 | 7,337 | 7,145 | 2.7% |
| TOTAL UNIQUE BORROWERS | 17,355 | 16,903 | 16,708 | 16,303 | 18,078 | 18,606 | 18,772 | 18,407 | 17,148 | 18,030 | 17,685 | 16,599 | 40,046 | 40,153 | -0.3% |
| | | | | | | | | | | | | | | | |
| Holds Satisfied | 13,983 | 12,258 | 13,251 | 12,876 | 12,553 | 13,780 | 14,036 | 13,442 | 12,976 | 13,209 | 11,910 | 11,862 | 156,136 | 161,859 | -3.5% |
| TOTAL CHECK-IN | 48,395 | 45,302 | 51,823 | 49,803 | 50,994 | 58,215 | 63,234 | 57,580 | 53,988 | 51,616 | 47,805 | 45,815 | 624,570 | 678,665 | -8.0% |
| | | | | | | | | | | | | | | | |
| COLLECTION | | | | | | | | | | | | | | | |
| Materials Added | 2,918 | 2,714 | 2,580 | 3,533 | 2,996 | 3,192 | 2,993 | 2,813 | 2,907 | 3,092 | 2,079 | 1,685 | 33,502 | 34,344 | -2.5% |
| Materials Discarded | 3,882 | 2,067 | 4,156 | 2,578 | 1,830 | 3,500 | 2,504 | 2,951 | 3,190 | 3,926 | 2,971 | 1,867 | 35,422 | 49,672 | -28.7% |
| TOTAL COLLECTION | 333,333 | 333,980 | 332,404 | 333,359 | 334,525 | 334,217 | 334,706 | 334,568 | 334,285 | 333,451 | 332,559 | 332,377 | 332,377 | 339,285 | -2.0% |
| | | | | | | | | | | | | | | | |
| WEBSITE | | | | | | | | | | | | | | | |
| tscpl.org Unique Visitors | 24,332 | 21,131 | 24,220 | 26,095 | 31,563 | 27,382 | 29,174 | 26,647 | 24,663 | 29,181 | 35,775 | 39,300 | 339,463 | 329,967 | 2.9% |
| tscpl.org Total Visits | 44,480 | 38,204 | 40,508 | 44,569 | 51,521 | 49,078 | 49,159 | 46,258 | 43,504 | 49,417 | 55,136 | 56,808 | 568,642 | 546,720 | 4.0% |
| catalog.tscpl Unique Visitors | 27,963 | 18,549 | 19,169 | 22,816 | 23,161 | 24,694 | 23,585 | 26,608 | 23,916 | 22,287 | 20,452 | 30,222 | 283,422 | 330,537 | -14.3% |
| catalog.tscpl Total Visits | 63,788 | 50,337 | 52,696 | 52,587 | 56,041 | 60,117 | 58,871 | 61,263 | 57,160 | 57,392 | 51,168 | 60,466 | 681,886 | 727,094 | -6.2% |
| | | | | | | | | | | | | | | | |
| COMPUTER USE | | | | | | | | | | | | | | | |
| Public Computer Sessions | 5,584 | 6,108 | 7,752 | 7,014 | 6,710 | 8,842 | 9,169 | 7,974 | 7,675 | 7,822 | 6,914 | 6,136 | 87,700 | 88,829 | -1.3% |
| Avg Public Computer Session Length (Minutes) | 1:02:35 | 1:01:08 | 1:01:12 | 0:54:51 | 0:55:45 | 0:52:23 | 0:59:12 | 0:58:19 | 0:54:11 | 0:53:48 | 0:55:51 | 0:58:35 | 0:57:07 | 1:03:47 | -10.4% |
| Total Computer Hours | 5,824 | 6,225 | 7,908 | 6,412 | 6,236 | 7,720 | 9,044 | 7,752 | 6,932 | 7,014 | 6,437 | 5,993 | 83,497 | 94,428 | -11.6% |
| Wireless Sessions | 31,391 | 30,754 | 31,422 | 32,094 | 31,204 | 43,090 | 43,155 | 36,774 | 38,555 | 34,905 | 33,149 | 20,467 | 406,960 | 380,647 | 6.9% |
| Avg Wireless Session Length (Minutes) | 0:13:00 | 0:14:00 | 0:13:00 | 0:13:00 | 0:12:00 | 0:12:00 | 0:13:00 | 0:12:00 | 0:14:00 | 0:14:00 | 0:13:00 | 0:12:00 | 0:13:26 | 0:13:18 | 1.0% |
| Total Wireless Hours | 7,094 | 7,191 | 7,196 | 7,430 | 6,681 | 9,100 | 9,463 | 7,896 | 9,032 | 8,179 | 7,482 | 4,386 | 91,130 | 84,393 | 8.0% |
| TOTAL HOURS | 12,918 | 13,416 | 15,104 | 13,842 | 12,917 | 16,820 | 18,507 | 15,648 | 15,964 | 15,193 | 13,919 | 10,379 | 174,627 | 178,821 | -2.3% |
| NOTARY SERVICE (Documents) | 108 | 157 | 173 | 194 | 240 | 227 | 244 | 229 | 275 | 120 | 109 | 107 | 2,183 | 2,022 | 8.0% |
| | | | | | | | | | | | | | | | |
| REFERENCE QUESTIONS | | | | | | | | | | | | | | | |
| Call Center | 4,155 | 3,839 | 4,387 | 4,219 | 3,393 | | | | | | | | 19,993 | 46,632 | -57.1% |
| Gallery | 563 | 341 | 490 | 338 | 113 | 231 | 234 | 335 | 398 | 275 | 337 | 124 | 3,779 | 3,218 | 17.4% |
| L2TC | 5,715 | 8,326 | 10,617 | 9,620 | 9,465 | 9,467 | 9,800 | 9,415 | 9,600 | 9,514 | 8,450 | 7,182 | 107,171 | 87,299 | 22.8% |
| Movies and Music | 1,500 | 1,519 | 1,584 | 1,810 | 1,695 | 1,676 | 1,853 | 1,904 | 1,810 | 1,843 | 1,731 | 1,430 | 20,355 | 21,196 | -4.0% |
| New Books (was New and Novel) | 1,957 | 1,701 | 2,083 | 1,930 | 2,108 | 2,617 | 2,783 | 2,551 | 2,316 | 2,466 | 2,178 | 2,107 | 26,797 | 25,874 | 3.6% |
| Topeka Room | 400 | 415 | 330 | 535 | 707 | 644 | 1,294 | 1,526 | 1,353 | 1,121 | 1,102 | 862 | 10,289 | 6,453 | 59.4% |
| Telephone Reference | | | | | 27 | 389 | 339 | 361 | 396 | 408 | 293 | 275 | 2,488 | | |
| LibAnswers | 496 | 393 | 349 | 576 | 387 | 406 | 368 | 349 | 333 | 414 | 310 | 307 | 4,688 | 5,249 | -10.7% |
| Circulation Call Center | - | - | - | - | 484 | 2,636 | 2,656 | 2,617 | 2,319 | 2,291 | 1,700 | 1,915 | 16,618 | - | N/A |
| Youth Services | 4,337 | 3,221 | 6,871 | 5,611 | 6,206 | 9,162 | 8,476 | 6,142 | 5,643 | 5,150 | 4,148 | 3,549 | 68,516 | 72,341 | -5.3% |
| TOTAL REFERENCE QUESTIONS | 19,123 | 19,755 | 26,711 | 24,639 | 24,585 | 27,228 | 27,803 | 25,200 | 24,168 | 23,482 | 20,249 | 17,751 | 280,694 | 268,262 | 4.6% |
| | | | | | | | | | | | | | | | |
| MEETING ROOMS | | | | | | | | | | | | | | | |
| Meeting Room Bookings | 422 | 455 | 535 | 534 | 476 | 521 | 492 | 413 | 480 | 546 | 432 | 386 | 5,692 | 5,701 | -0.2% |
| Team Room Bookings | 724 | 794 | 985 | 942 | 859 | 915 | 885 | 911 | 991 | 990 | 836 | 733 | 10,565 | 10,539 | 0.2% |
| L2TC Bookings | 587 | 713 | 851 | 784 | 763 | 756 | 828 | 856 | 838 | 917 | 730 | 683 | 9,306 | 8,212 | 13.3% |
| Total Meeting Room Hours Booked | 3,908 | 4,894 | 5,832 | 5,175 | 4,630 | 5,097 | 5,059 | 5,172 | 5,333 | 5,598 | 4,460 | 3,902 | 59,060 | 57,053 | 3.5% |
| TOTAL MEETING ROOM ATTENDANCE | 5,251 | 5,160 | 6,125 | 6,006 | 6,254 | 5,485 | 5,387 | 6,192 | 6,378 | 7,977 | 5,479 | 4,487 | 70,181 | 64,801 | 8.3% |

| | | | | | | | | | | | | | | | |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|--------------|
| LEARN & PLAY BUS VISITS | 50 | 37 | 85 | 130 | 64 | 175 | 187 | 131 | 126 | 121 | 73 | 21 | 1,200 | 963 | 24.6% |
| PROGRAM ATTENDANCE | | | | | | | | | | | | | | | |
| Adult - General | 784 | 847 | 957 | 1,145 | 856 | 1,704 | 1,723 | 1,354 | 1,403 | 2,814 | 783 | 501 | 14,871 | 19,697 | -24.5% |
| Adult Outreach | 0 | 1 | 1 | 0 | 0 | 101 | 15 | 15 | 500 | 20 | 7 | 0 | 660 | | |
| Early Learners (0-5) | 808 | 495 | 359 | 1,152 | 722 | 1,289 | 1,323 | 28 | 1,308 | 1,076 | 1,081 | 493 | 10,134 | 7,211 | 40.5% |
| Early Learner Outreach | 1,786 | 1,882 | 1,652 | 2,930 | 779 | 752 | 607 | 193 | 2,129 | 2,056 | 1,968 | 1,933 | 18,667 | | |
| Kids (6-11) | 200 | 191 | 728 | 298 | 1,361 | 5,718 | 4,912 | 1,079 | 240 | 216 | 197 | 361 | 15,501 | 6,235 | 148.6% |
| Kids Outreach | 1,174 | 851 | 674 | 1,600 | 1,911 | 0 | 262 | 59 | 1,463 | 2,188 | 1,511 | 1,437 | 13,130 | | |
| Teens (12-18) | 152 | 143 | 187 | 223 | 256 | 260 | 269 | 82 | 263 | 241 | 205 | 140 | 2,421 | 1,982 | 22.1% |
| Teen Outreach | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| TOTAL PROGRAM ATTENDANCE | 4,904 | 4,410 | 4,558 | 7,348 | 5,885 | 9,824 | 9,111 | 2,810 | 7,306 | 8,611 | 5,752 | 4,865 | 75,384 | 77,581 | -2.8% |
| GALLERY ATTENDANCE | 2,081 | 1,895 | 2,223 | 1,968 | 1,333 | 8,862 | 6,909 | 3,328 | 2,540 | 3,085 | 2,365 | 1,832 | 38,421 | 38,129 | 0.8% |
| DOLLY PARTON ENROLLMENT | 5,697 | 5,654 | 5,591 | 5,590 | 5,601 | 5,522 | 5,609 | 5,595 | 5,538 | 5,616 | 5,584 | 5,653 | 5,653 | 5,688 | -0.6% |

| CIRCULATION DETAILS | | | | | | | | | | | | | | | |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|---------------|
| Print Material | | | | | | | | | | | | | | | |
| Adult Fiction | 12,479 | 11,555 | 12,751 | 12,210 | 12,456 | 13,537 | 14,945 | 13,660 | 12,648 | 12,544 | 11,306 | 11,341 | 151,432 | 148,874 | 1.7% |
| Adult Nonfiction | 12,752 | 12,037 | 13,678 | 12,917 | 13,073 | 14,101 | 14,244 | 13,813 | 12,722 | 12,801 | 11,735 | 11,472 | 155,345 | 157,954 | -1.7% |
| Juvenile Fiction | 16,053 | 15,293 | 17,315 | 18,229 | 18,785 | 26,561 | 27,504 | 22,913 | 20,194 | 19,587 | 18,856 | 16,475 | 237,765 | 258,244 | -7.9% |
| Juvenile Nonfiction | 3,766 | 3,840 | 4,356 | 4,397 | 4,927 | 5,852 | 6,141 | 5,302 | 4,578 | 4,751 | 4,918 | 3,863 | 56,691 | 70,331 | -19.4% |
| Magazines | 815 | 967 | 688 | 812 | 951 | 878 | 904 | 799 | 753 | 873 | 688 | 613 | 9,741 | 9,662 | 0.8% |
| RC Print Materials | 5,794 | 5,317 | 5,725 | 5,513 | 5,554 | 5,781 | 6,216 | 5,795 | 5,513 | 5,466 | 5,044 | 4,709 | 66,427 | 72,093 | -7.9% |
| RC Realia | 74 | 84 | 114 | 107 | 134 | 124 | 156 | 123 | 79 | 102 | 116 | 83 | 1,296 | 1,365 | -5.1% |
| YA Print Materials | 1,909 | 1,735 | 1,936 | 2,304 | 2,568 | 3,629 | 3,834 | 3,005 | 2,238 | 2,314 | 2,169 | 2,073 | 29,714 | 33,351 | -10.9% |
| PRINT CIRCULATION | 53,642 | 50,828 | 56,563 | 56,489 | 58,448 | 70,463 | 73,944 | 65,410 | 58,725 | 58,438 | 54,832 | 50,629 | 708,411 | 751,874 | -5.8% |
| Audio / Visual Material | | | | | | | | | | | | | | | |
| MiFi Hotspots | 18 | 22 | 31 | 75 | 81 | 147 | 160 | 134 | 114 | 121 | 137 | 951 | 1,991 | 523 | 280.7% |
| Adult Audiobooks | 1,011 | 983 | 1,055 | 1,091 | 1,229 | 1,234 | 1,257 | 1,177 | 1,106 | 1,078 | 976 | 147 | 12,344 | 15,917 | -22.4% |
| Adult Music | 1,780 | 1,638 | 2,119 | 2,171 | 2,137 | 2,078 | 2,146 | 1,950 | 1,861 | 2,039 | 2,139 | 1,715 | 23,773 | 24,661 | -3.6% |
| Adult Videos / DVDs | 17,966 | 16,772 | 18,865 | 17,696 | 18,144 | 18,400 | 19,224 | 19,125 | 17,883 | 17,669 | 16,362 | 16,421 | 214,527 | 228,531 | -6.1% |
| Juvenile Audiobooks | 177 | 155 | 219 | 155 | 165 | 260 | 313 | 204 | 216 | 254 | 226 | 170 | 2,514 | 2,694 | -6.7% |
| Juvenile Music | 67 | 47 | 112 | 86 | 76 | 85 | 77 | 80 | 57 | 74 | 72 | 52 | 885 | 1,645 | -46.2% |
| Juvenile Videos / DVDs | 3,163 | 2,655 | 2,731 | 2,506 | 2,427 | 3,086 | 3,446 | 2,942 | 2,729 | 2,815 | 2,667 | 2,620 | 33,787 | 47,831 | -29.4% |
| YA A/V | 6 | 5 | 10 | 8 | 15 | 13 | 9 | 7 | 2 | 5 | 3 | 2 | 85 | 137 | -38.0% |
| A/V CIRCULATION | 24,188 | 22,277 | 25,142 | 23,788 | 24,274 | 25,303 | 26,632 | 25,619 | 23,968 | 24,055 | 22,582 | 22,078 | 287,915 | 321,416 | -10.4% |
| Adult Material | | | | | | | | | | | | | | | |
| Adult Fiction | 12,479 | 11,555 | 12,751 | 12,210 | 12,456 | 13,537 | 14,945 | 13,660 | 12,648 | 12,544 | 11,306 | 11,341 | 151,432 | 148,874 | 1.7% |
| Magazines | 815 | 967 | 688 | 812 | 951 | 878 | 904 | 799 | 753 | 873 | 688 | 613 | 9,741 | 9,662 | 0.8% |
| Adult Audiobooks | 1,011 | 983 | 1,055 | 1,091 | 1,229 | 1,234 | 1,257 | 1,177 | 1,106 | 1,078 | 976 | 147 | 12,344 | 15,917 | -22.4% |
| Adult Music | 1,780 | 1,638 | 2,119 | 2,171 | 2,137 | 2,078 | 2,146 | 1,950 | 1,861 | 2,039 | 2,139 | 1,715 | 23,773 | 24,661 | -3.6% |
| Adult Videos / DVDs | 17,966 | 16,772 | 18,865 | 17,696 | 18,144 | 18,400 | 19,224 | 19,125 | 17,883 | 17,669 | 16,362 | 16,421 | 214,527 | 228,531 | -6.1% |
| ADULT CIRCULATION | 46,803 | 43,952 | 49,156 | 46,897 | 47,990 | 50,228 | 52,720 | 50,524 | 46,973 | 47,004 | 43,206 | 41,709 | 567,162 | 585,599 | -3.1% |
| Juvenile Material | | | | | | | | | | | | | | | |
| Juvenile Fiction | 16,053 | 15,293 | 17,315 | 18,229 | 18,785 | 26,561 | 27,504 | 22,913 | 20,194 | 19,587 | 18,856 | 16,475 | 237,765 | 258,244 | -7.9% |
| Juvenile Nonfiction | 3,766 | 3,840 | 4,356 | 4,397 | 4,927 | 5,852 | 6,141 | 5,302 | 4,578 | 4,751 | 4,918 | 3,863 | 56,691 | 70,331 | -19.4% |
| Juvenile Audiobooks | 177 | 155 | 219 | 155 | 165 | 260 | 313 | 204 | 216 | 254 | 226 | 170 | 2,514 | 2,694 | -6.7% |
| Juvenile Music | 67 | 47 | 112 | 86 | 76 | 85 | 77 | 80 | 57 | 74 | 72 | 52 | 885 | 1,645 | -46.2% |
| Juvenile Videos / DVDs | 3,163 | 2,655 | 2,731 | 2,506 | 2,427 | 3,086 | 3,446 | 2,942 | 2,729 | 2,815 | 2,667 | 2,620 | 33,787 | 47,831 | -29.4% |
| JUVENILE CIRCULATION | 23,226 | 21,990 | 24,733 | 25,373 | 26,380 | 35,844 | 37,481 | 31,441 | 27,774 | 27,481 | 26,739 | 23,180 | 331,642 | 380,745 | -12.9% |
| Red Carpet Material | | | | | | | | | | | | | | | |
| RC Print Materials | 5,794 | 5,317 | 5,725 | 5,513 | 5,554 | 5,781 | 6,216 | 5,795 | 5,513 | 5,466 | 5,044 | 4,709 | 66,427 | 72,093 | -7.9% |
| RC Realia | 74 | 84 | 114 | 107 | 134 | 124 | 156 | 123 | 79 | 102 | 116 | 83 | 1,296 | 1,365 | -5.1% |
| RED CARPET CIRCULATION | 5,868 | 5,401 | 5,839 | 5,620 | 5,688 | 5,905 | 6,372 | 5,918 | 5,592 | 5,568 | 5,160 | 4,792 | 67,723 | 73,458 | -7.8% |
| Young Adult Material | | | | | | | | | | | | | | | |
| YA Print Materials | 1,909 | 1,735 | 1,936 | 2,304 | 2,568 | 3,629 | 3,834 | 3,005 | 2,238 | 2,314 | 2,169 | 2,073 | 29,714 | 33,351 | -10.9% |
| YA A/V | 6 | 5 | 10 | 8 | 15 | 13 | 9 | 7 | 2 | 5 | 3 | 2 | 85 | 137 | -38.0% |
| YOUNG ADULT CIRCULATION | 1,915 | 1,740 | 1,946 | 2,312 | 2,583 | 3,642 | 3,843 | 3,012 | 2,240 | 2,319 | 2,172 | 2,075 | 29,799 | 33,488 | -11.0% |
| Digital Downloads | | | | | | | | | | | | | | | |
| Overdrive | 45,994 | 43,414 | 41,159 | 46,237 | 48,379 | 48,907 | 50,702 | 49,305 | 48,011 | 49,272 | 46,620 | 47,175 | 565,175 | 501,622 | 12.7% |
| Hoopla | 14,830 | 13,412 | 14,740 | 14,423 | 15,000 | 14,488 | 15,079 | 15,176 | 14,141 | 14,933 | 14,590 | 15,026 | 175,838 | 186,958 | -5.9% |
| Flipster | 600 | 480 | 526 | 405 | 552 | 500 | 393 | 433 | 408 | 479 | 258 | 414 | 5,448 | 9,137 | -40.4% |
| Kanopy | 812 | 861 | 791 | 620 | 731 | 847 | 905 | 890 | 893 | 949 | 809 | 757 | 9,865 | | |
| DIGITAL DOWNLOADS | 62,236 | 58,167 | 57,216 | 61,685 | 64,662 | 64,742 | 67,079 | 65,804 | 63,453 | 65,633 | 62,277 | 63,372 | 756,326 | 697,717 | 8.4% |
| Adult ebook Fiction | 19,677 | 17,797 | 18,567 | 17,430 | 18,168 | 18,319 | 19,253 | 18,681 | 17,793 | 18,260 | 17,103 | 17,408 | 218,456 | 220,583 | -1.0% |
| Adult ebook Nonfiction | 4,166 | 3,546 | 3,660 | 3,388 | 3,372 | 3,347 | 3,490 | 3,246 | 3,346 | 3,335 | 3,067 | 3,046 | 41,009 | 43,883 | -6.5% |
| Adult digital audiobooks | 26,318 | 23,962 | 27,422 | 26,866 | 28,037 | 28,442 | 29,356 | 29,420 | 28,311 | 29,052 | 27,918 | 28,475 | 333,579 | 296,862 | 12.4% |
| Juvenile ebook Fiction | 1,957 | 1,882 | 2,048 | 1,786 | 1,699 | 1,750 | 1,853 | 2,178 | 1,594 | 1,665 | 1,666 | 1,527 | 21,605 | 21,416 | 0.9% |
| Juvenile ebook Nonfiction | 303 | 299 | 303 | 340 | 215 | 256 | 222 | 198 | 257 | 286 | 280 | 260 | 3,219 | 3,160 | 1.9% |
| Juvenile digital audiobooks | 2,355 | 2,131 | 2,434 | 2,313 | 2,447 | 2,365 | 2,483 | 2,354 | 2,306 | 2,411 | 2,375 | 2,388 | 28,362 | 27,103 | 4.6% |
| Young Adult ebook Fiction | 1,788 | 1,700 | 1,868 | 1,793 | 1,706 | 1,688 | 1,581 | 1,416 | 1,422 | 1,378 | 1,431 | 1,268 | 19,039 | 18,225 | 4.5% |

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|------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|-------------|
| Young Adult ebook Nonfiction | 18 | 26 | 29 | 24 | 25 | 27 | 20 | 16 | 16 | 21 | 14 | 19 | 255 | 364 | -29.9% |
| Young Adult digital audiobooks | 2,084 | 1,845 | 2,080 | 2,066 | 2,226 | 2,265 | 2,205 | 2,090 | 1,963 | 1,947 | 1,980 | 1,994 | 24,745 | 22,517 | 9.9% |
| DIGITAL CIRCULATION DETAILS | 58,666 | 53,188 | 58,411 | 56,006 | 57,895 | 58,459 | 60,463 | 59,599 | 57,008 | 58,355 | 55,834 | 56,385 | 690,269 | 654,113 | 5.5% |